

**Identification (ID) Badge &  
Access Card Policy - Student**

**January 2017**

## **ID BADGE & ACCESS CARD POLICY**

**PURPOSE:** The purpose of the policy is:

- To provide a consistent method of identifying those authorized to be on the Coastal Law campus
- To provide and maintain a safe learning and work place environment for all members of the Coastal Law community
- To protect the property of Coastal Law

**SCOPE:** This policy applies to any person while in or on the School Premises.

**DEFINITIONS:**

- “Access card” means plain white card used to access doors, elevators and stairwells.
- “Coastal Law Community” means any Florida Coastal administrators, full-time and adjunct faculty, staff, and current students.
- “ID badge” means Coastal Identification card with picture.
- “Person” includes, without limitation, Coastal Law faculty, staff, students, visitors, contractors, vendors, volunteers, invitees, licenses, temporary workers, and guests while within the School Building
- “School Premises” means the building located at 8787 Baypine Road, Jacksonville Florida, 32256, excluding the deck and sidewalk surrounding the building, and the garage attached to the building.

**POLICY STATEMENT:** Every person is required to wear an ID badge **and** access card at all times while on school property.

**REASON FOR THE POLICY:** It is the intention of Coastal Law to provide a safe environment free of crime and disorder. To this end, the school is committed to eliminating the perception and associated reality concerning non-affiliates accessing personal workspaces; increasing accountability and ease of facility use of employees while at the school; providing the faculty, staff and students an increased level of awareness; to call attention to suspicious persons; and encouraging members of our community to verify non-affiliates before allowing them access to personal space.

**RESPONSIBILITIES:**

**STUDENT:**

All students must have a valid ID badge while on campus and display it in a visible manner with picture facing out, on the outside of clothing between the collar and at or above the waist at all times while on campus.

- Students must report a lost, stolen, or misplaced ID badge and/or access card to Security and obtain a new card(s) immediately. Security can be located in room 427 or contacted at 904-680-7777 or [security@fcsl.edu](mailto:security@fcsl.edu).
- Any student not in compliance with the stated guidelines will be asked immediately to display it properly.
- Students **may not** use their access cards to provide unauthorized access to another employee, student, visitor, guests, relative, etc. who does not have his/her access card. All guests/visitors must be directed to the Security Desk located in the front lobby. Students caught providing unauthorized access or loaning their access card to others may be subject to disciplinary action.
- Each member of the Coastal Law Community (Florida Coastal administrators, full-time and adjunct faculty, staff, and current students) has the right to question any individual who does not have an ID badge and access card properly displayed. Students refusing to display ID badges and/or access cards should be reported to the Assistant Dean of Student Affairs and Coastal Law Security immediately.
- Any falsification, alteration or tampering with an official Coastal Law ID badge and/or access card is against Coastal Law policy. All violators will be subject to sanctions imposed by the Dean of Student Affairs as described below.

#### **Possible Sanctions:**

Failure to comply with this policy as written may result in disciplinary action.

- Community service project – pro bono hours
- Time management counseling
- Improvement Action Plan
- Official note placed in student’s permanent record
- Bill student’s accounts receivable (withhold transcript and block registration for any unpaid fines)

#### **Authorization, Issuance, and Ownership of Cards:**

- ID badges/access cards for incoming students are authorized by the Admissions Office and ID badges/access cards for returning students are authorized by the Registrar at the beginning of each semester. Initial ID badges/access cards are issued free of charge to the individual. A student must present photo identification to the security staff before an ID badge/access card can be issued.
- If a student is academically dismissed, their access card will be deactivated within two weeks of notice of dismissal to the student.
- If a student graduates from Coastal Law, their access card will be deactivated within 12 months of graduation.
- All student ID badges/access cards are issued by Security.
- ID badges and access cards are the property of Coastal Law and are **not** transferable to other individuals under any circumstances.

- Security and the Registrar’s Office have the authority to request ID badges and access cards back from student transferring, withdrawing or being dismissed. Badges returned to the school by a student will be turned over to the Coastal Law Security Office for final disposal.

### **Care and Safekeeping:**

The Coastal Law Community is expected to exercise care in the use and safekeeping of ID badges and access cards. Some guidelines for best practices are:

- Protect the badge from magnetic fields that could scramble the data encoded on the badge’s magnetic stripe. Do not bend.
- Avoid extreme heat which may cause damage (example – don’t leave an ID badge and/or access card on the dashboard of a car in hot weather).
- Avoid excessive moisture which may cause damage (example – be sure to remove ID badge and/or access card from clothing before laundering).
- Treat the ID badge and access card like house, work, or car keys – always keep it in a safe place when it is not being worn.

### **Replacing ID Badges & Access Cards:**

- In the event that a student forgets their ID badge and/or access card, students may check out a “visitor” access card from the Security Desk in the lobby. All students must present a valid photo ID, issued by the state. The photo ID will remain at the Security Desk until the student returns the “visitor” access card prior to the end of the day. Access cards may not be checked out more than 3 times each semester. If a student requests a 4th “visitor” access card within this same time period, Security will document and issue the 4th “visitor” access card at a charge of \$5 to the student. Subsequent “visitor” access cards will be issued at a charge of \$5 each.
- Defective ID badges and access cards that stop working should be reported to security for replacement. Present the defective card to the Security office to exchange it for a new card at no charge.
- New ID badges requested due to name changes will be provided free of charge. ID badges will not be provided until the student’s name has been changed through the Registrar’s Office.
- New ID badges and access cards requested due to damage, theft or loss will be the responsibility of the individual. Students will be charged \$10 to replace access cards and \$5 to replace ID badges. Payment must be made to the Finance department before replacement cards will be provided.