



Policies and Procedures

TITLE: STUDENT AND COLLEGE PERSONNEL ID CARDS

POLICY NO: 4-40

EFFECTIVE DATE: 12/05/06

VCCS POLICY NO: N/A

REVISED DATE: N/A

I. Purpose:

To direct the creation, maintenance, issuance, usage, cancellation/disposal, loss, and return of college ID cards for students, faculty, staff and other affiliated personnel.

II. Definition:

Student: An individual enrolled in the current college academic semester.

Faculty: An individual under agreement to teach during the current college academic semester.

Staff: An individual currently employed with and by the college.

Other affiliated personnel: Any authorized individual other than a student, faculty, or staff member.

Role: The designation of student, faculty, staff or other special title assigned to an ID cardholder.

III. Policy:

The Department of Police will administer an ID system in conjunction with and supported as necessary by Information Technology Services, Student Affairs, Business Office, Human Resources, Marketing and Public Relations, Parking Services, and the President's Office for use by students, faculty, staff, and other affiliated personnel.

The ID card will be regarded as official college property.

IV. Procedures:

A. Purpose of ID cards

1. For internal and external entities, the college-issued ID card identifies the holder as a current member of one of the following groups: students, staff, part-time staff, faculty, adjunct faculty, administration, college board member, or college foundation board member. Identified groups holding a college ID can be added and/or deleted as deemed appropriate by the chief of the department of police with the concurrence of the vice-president of finance and administration.

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2. The college-issued ID card will regulate access for existing and future services such as the parking deck(s), electronic door entry, ATM services, library, and computing services.

B. Card design

1. Card design work is a shared responsibility of the Department of Police and the following departments: Information Technology Services, Marketing and Public Relations, Student Affairs, and Parking Services. The Department of Police shall coordinate the design process and make a design recommendation to the vice president of finance and administration.
2. Card design will feature a version number, issue date/date printed, photograph, college logo, individual's full name, individual's Empl ID in text characters and bar code format, and social security number in bar code format only.
3. The following text will be printed on the card to accommodate card loss:

"A fee will be charged to replace this card if it is lost or stolen. If found, please return this card to: Department of Police, J. Sargeant Reynolds Community College, P.O. Box 85622, Richmond VA 23285-5622. For more information: 804-523-5219, <http://www.reynolds.edu>."

C. Card design and card system maintenance

1. Specification, installation, maintenance, and repair of all design and creation software, computers, and card printing equipment used are the responsibility of ITS.
2. Revisions to the layout or visible appearance and data elements shall be approved by the chief of the department of police and the vice president of finance and administration.
3. Changes and updates to the database and oversight of the same is under the authority of ITS. Any modifications deemed necessary to the card database shall be reviewed and approved in advance by the chief of the department of police.

D. Card issuance requirements

1. An individual must be a currently enrolled as a full- or part-time student, a current full- or part-time college employee or faculty member, or possess an approved affiliation as referenced in Section IV.A.1.
2. An individual must possess a current and valid Empl ID.
3. An individual must possess a current and valid driver's license or other official form of identification.

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E. Card issuance

1. The Department of Police will exercise full authority over issuance of official college ID cards.
2. Cards are issued to persons satisfying the stated requirements.
3. Cards are issued on each campus in areas designated by the Department of Police.
4. Cards may be printed only if the necessary data for the card pre-exists in the card creation system. No one is allowed at any time to directly enter new ID card information into the database except for persons responsible for database management.
5. Faculty, staff, and other college affiliates who are also enrolled in classes will not be required to have a student ID card. The employee ID card is sufficient. An exception may be made if requested; see Section IV.I.4.

F. Card life-cycle

1. ID cards are valid from the date of issue and continue to be valid for an indefinite period subject to card condition or revocation for cause as determined by the chief of the department of police.
2. ID cards are subject to re-call and re-issuance for design changes or for security purposes as determined by the chief of the department of police.

G. Card activity status

1. Both full- and part-time staff ID cards are valid and active from the date of hire and deactivated and invalid upon termination of employment.
2. Full-time faculty ID cards are valid and active upon employment and deactivated and invalid upon termination of employment.
3. Adjunct faculty ID cards are valid and active upon employment and remain active for any academic period in which they hold a teaching assignment. Adjunct faculty ID cards are deactivated upon termination of employment.
4. Student ID cards are activated upon enrollment for the current semester and deactivated on the day after the last day of final exams for each semester.

H. ID display policy

1. Accepted methods for ID card display are lapel clip, lanyard, or belt clip.
2. All college ID card holders, students, and employees, must display their ID card upon request by the Department of Police officers.

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3. Uniformed Department of Police officers are not required to visibly display their college ID card.
- I. Special case ID issuance (college affiliates/visitors/auditors/duplicate ID's, etc.)
 1. Custom ID cards may be requested from the chief of the department of police to accommodate attendees at reoccurring special events or to accommodate specially identified persons.
 2. Specialized card designs and usages may be subject to special limitations.
 3. Duplicate cards may be issued only by special permission of the chief of the department of police or the vice president of finance and administration.
 4. Individuals in possession of a valid college ID card that reflects their status of employment or other affiliation with the college and who are also currently enrolled in classes are eligible for a separate and additional student ID card upon request to and subject to approval by the chief of the department of police.
 - J. Lost/stolen/damaged ID cards
 1. A \$15.00 fee for the replacement of lost, stolen, or damaged student ID cards will be enforced. Payment of this fee will be made at the Business Office. A replacement ID card will then be issued when requirements are met as described in Section D and the receipt for the replacement fee is displayed. The replacement fee is subject to change at any time without notice.
 - K. Card abuse/fraud
 1. Alteration of card function or appearance is prohibited.
 2. Use of an expired card may constitute fraud.
 3. Fraudulent cards will be confiscated and criminal charges may be filed at the discretion of the chief of the department of police in consultation with the vice president of finance and administration.
 - L. Card disposal
 1. A lost or stolen card affidavit may be required by the Department of Police to obtain an ID card where the previous card is missing and presumed lost or stolen.
 2. Only the Department of Police are authorized to dispose of any ID cards.
 3. Cards identified for disposal will be shredded.

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4. Faculty and staff members shall surrender their ID card(s) upon termination of employment.

V. Other Information: N/A