
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: COLLEGE IDENTIFICATION CARDS

NUMBER: PRO 7-17

REFERENCE: Catalog & Student Handbook
Administrative Procedure 5-25

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I. PURPOSE

To establish and maintain a method for identifying and verifying status of individuals on Lake-Sumter State College property and to aid in facilitating access to College facilities and services.

II. RESPONSIBILITY

The Director of Campus Safety will be responsible for issuance of identification cards and maintenance of the identification card system. Authority for the enforcement of this policy, including validation/activation procedures, is vested within the Office of Campus Safety. Oversight for this procedure falls under the supervision of the Executive Vice President.

III. SCOPE

This procedure applies to all College students, employees, and third parties, such as College volunteers, and visitors to campus.

IV. IDENTIFICATION CARDS

- a. Photo Identification Cards are produced by the Office of Campus Safety and are initially provided at no cost.
- b. All Photo Identification Cards are the property of the College and the holder of the ID card is responsible for the proper care and use of the card.
- c. Lake-Sumter State College will issue all current students and employees a valid Photo Identification Card for the purposes of verifying status and allowing access to College facilities or services. Visitors may be issued a temporary card, identifying them as a visitor.
- d. Photo identification cards will be issued in the student/employee name as it appears in Banner.
- e. All employees are required to visibly display their identification card at all times while at any College facility or College event.

- f. Students are not required to visibly display an identification card, but must be able to produce their card for inspection upon request of a college faculty member, staff member, security officer, or other college official at any time.
- g. It is a violation of College Policy to lend the College Photo Identification Card to anyone, alter the ID in anyway, or fail to present it upon request by a faculty member, staff member, security officer, or any other College official.
- h. It is a violation of this Policy to request a second Photo Identification Card for convenience or any other purposes. Any replacement card will invalidate previously issued cards and only the most recently issued card will work within the College's systems.
- i. Employee identification cards have no expiration date. Employees must return their card to the Office of Campus Safety immediately upon the cardholder's affiliation with the College ending.
- j. Student identification cards are valid for 3 years from the date issued. Students will be issued a new card upon expiration of an existing card at no cost. All currently enrolled students, including online, are required to have a valid identification card.
- k. College ID Cards will only be replaced if damaged, lost, or stolen, or for students, when expired. There will be a \$25.00 fee for replacement of a lost or damaged employee card and a \$15.00 fee for lost/damaged student cards. The fee for replacement must be paid using Cashnet (located through myLSSC) and the receipt for payment must be presented in order to receive a replacement ID card.
- l. All ID card photos, except for fully on-line students, will be taken by the college. No personal submissions will be allowed.

V. OBTAINING IDENTIFICATION CARDS

- a. Identification cards can be obtained at any Campus Safety Office location:
 - 1. Leesburg Campus Safety Office, Student Services Building Room 144;
 - 2. South-Lake Campus Safety Office, Building 2;
 - 3. Sumter Campus Safety Office, front office, Clark Maxwell Building 4.
- b. The schedule for identification card issuance will be posted on the Campus Safety webpages. At peak times, additional availability will be scheduled.
- c. Photo Identification Card Categories:
 - 1. Vertical Blue cards: Faculty/Staff;
 - 2. Horizontal Green cards: Student;
 - 3. Horizontal Yellow: Visitors/Vendors/Contractors;
 - 4. Horizontal White: Volunteers;

5. Vertical Red cards: Campus Safety.
- d. Students:
1. All students enrolled in credit-bearing courses of the College are required to have a College issued Photo Identification Card;
 2. Students enrolled in credit-bearing courses should obtain their ID Card before attending classes on campus;
 3. To obtain a Photo Identification Card, students must present a photo ID issued by a governmental agency and a copy of their class schedule. In the event that a student does not have a valid ID, two alternate forms of identification may be presented;
 4. In order to receive an ID card, students will be required to show any one of the following valid forms of photo ID:
 - Passport (USA or International);
 - Driver's License (USA Only);
 - State Issued (Non-driver) ID;
 - US Military ID;
 - INS ID (Green card);
 - Employee ID with Photo;
 - School ID with Photo.
 5. Photos will show a clear, front facing, unobstructed, full face view. No hats/head coverings, except for religious purposes, or dark glasses should be worn;
 6. Students who are fully online may either come to a campus to obtain their card or may submit a passport quality photo, showing a clear, front facing, unobstructed, full face view, taken against a plain white or off-white background. No hats/head coverings, except for religious purposes, or dark glasses should be worn. Students should also submit a copy of their class schedule and a copy of their governmental ID (See c. above). These items should be sent to XXXXX@lssc.edu. Once all documents have been received, the ID will be processed and mailed to the student;
 7. Lost or stolen cards must be reported to Campus Safety immediately. No lost or stolen card will be replaced without report of such loss or theft;
 8. Any student suspended or expelled through the student conduct process will be required to surrender their college identification card to the Dean of Students or their designee;
 9. Students re-enrolling after an absence of more than three consecutive semesters will be required to obtain a new identification card.
- e. Employees:
1. All employees must obtain an Identification Card;
 2. Employee identification cards also serve as access cards to allow employees to enter authorized secure areas via use of card readers;
 3. All college employees are required to wear their ID card at all times while on campus. Failure to do so may result in disciplinary action;
 4. New employees will have an ID card approved by Human Resources and may obtain their ID Card at any Campus Safety Office as part of their new hire onboarding;

5. Identification cards become void upon termination and must be immediately surrendered to Campus Safety;
 6. Damaged, lost or stolen cards must be reported to Campus Safety immediately. No damaged, lost or stolen card will be replaced without report of such damage, loss or theft.
- f. Visitors, Contractors, Volunteers:
1. Visitors and contractors should sign in at the Campus Safety office upon arriving on any campus. They will be issued a temporary Visitor/Contractor ID that should be visibly displayed while on campus;
 2. Visitors and contractors should sign out and return their temporary ID upon leaving campus;
 3. College volunteers will have an ID card approved by Human Resources upon completion of their volunteer packet and may obtain their ID Card in Room 144 (Leesburg Student Services Building).
- g. Photo IDs for Students may be used for:
1. Identification;
 2. Use of the college Library and online resources;
 3. Use of the Fitness Center;
 4. To record attendance at various campus activities;
 5. Security;
 6. Student discounts at various businesses and restaurants;
 7. Student priced Lake-Sumter State College events;
 8. Access to the LakeXpress Bus System
- h. Photo IDs for Employees may be used for:
1. Identification;
 2. Security;
 3. Building access;
 4. Use of the college Library and online resources;
 5. To record attendance at various campus activities;
 6. Discounts at businesses and restaurants;
 7. Employee priced Lake-Sumter State College events.