

Identification Card Policy

Policy No. 01.08

Purpose

In order to maintain a safe and secure University campus and property, the issuance of identification cards shall be control under the provisions of this policy.

All faculty, staff, students, visitors and contractors are required to have a Tennessee State University identification card containing an assigned identification number, which should be in their possession and displayed at all times, while on campus. This card/badge is used for identification purposes, accessing University buildings and designated areas, grounds, attending athletic activities and utilizing university resources, along with attending University sponsored events, and dining and purchasing on campus.

Faculty, staff and students should be prepared to show their ID card when requested to do so by residence life staff, campus police and security personnel, faculty, staff, or administrators. Failure to surrender the ID card when requested will result in disciplinary action.

If University students or employees need to secure an identification card, the affiliates may obtain one from the ID Center upon enrollment or employment. Identification cards must be returned to Student Affairs, the One Stop Center or Human Resources upon termination of status as a student, employee or completion of contract period. Lost, stolen or damaged cards must be report to the ID Center immediately. A fee will be assessed for each identification card that is lost or not returned.

The first TSU ID card is issued to a student at no charge. Replacements for lost or stolen ID cards will cost \$15. Except on weekends or holidays, an ID card can be replaced within 24 hours and persons may be required to secure a temporary day pass.

If students and employees require access to campus buildings outside the University's normal business hours of 8:00 a.m. to 4:30 p.m. (special hours during the summer) and on TSU designated holidays, they must request admission from the police department if the area does not have access control. Once the appropriate signatures have been obtained, access to buildings may be granted.

The ID card must be surrendered if a student withdraws from the University.

Falsifying an identity or that of another person is against the law and will result in disciplinary action not limited to that at Tennessee State University.

Building Access

A. Building Access Classification

Access to all campus building areas shall be organized under the following card access clarification system.

- 1. Hours of duty Provides access during certain hours of the day.
- 2. Always have access Provides access 24 hours per day seven days per week.
- 3. Special Permission authorized by the President and/or her designee
- B. Tennessee State University's Card Assignment

Identification cards shall be granted access permission only to authorized employees of the University, who will be held responsible for the security of areas that are accessed with the card as detailed below:

- 1. "All Access" permission Subject to be assigned only to persons in the following positions:
 - a. Director of Facilities and Operations
 - b. Police Department
 - c. Others as approved by the President and/or her designee
- 2. Unit administrators and division directors only.
- 3. Passage permission Assigned to students, permanent faculty and staff who require limited access to a building, department or designated area.
- 4. Special Access/Temporary Cards Assigned to visitors, contractors or vendors whose access is authorized for a specific period.
- C. Procedures for Issuing and Retrieving Cards
 - 1. Approval/Processing Cards will be issued to employees after new hire orientation or verification of status has been conducted. Cards will be issued to students during enrollment orientation or verification of status has been conducted. All cards issued by the university will remain the property of the university and may be recalled at any time.
 - 2. Divisions or departments requesting large number access approval (three or more) for access by students must do so in advance and in writing.

- D. Employee and Supervisor Responsibilities
 - 1. General Responsibilities Any card issued by the University remains the property of the University, the employee to whom the card is issued assuming the responsibility for protection of the university property. Supervisors are responsible for enforcing university regulation and will be expected to take appropriate disciplinary action when an employee or student under their supervision violates this regulation.
 - 2. Stolen/Lost Cards Any employee assigned a card that is stolen or lost shall notify his/her immediate supervisor of the loss and submit an explanation of the circumstances of the loss in writing to their supervisor. A copy of the written explanation will be forwarded to the Police Department with the request for a replacement card being directed to the ID Center. Card replacement is \$15 and is the responsibility of the card holder.
 - 3. Return of Cards Employees terminating their employment at the university shall return their card to the Human Resources department by their last working day and shall comply with university guidelines in completing the exit process. The office of Human Resources shall be responsible for follow-up in the event the terminating employee fails to turn in the assigned card. The University may issue a fine or a payroll deduction if cards/keys are not returned when an employee terminates. All cards will be returned to the University upon termination of employment, withdrawal or termination of assignment or upon the request of the individual's supervisor. Students withdrawing from the university should submit their ID Card to Student Affairs or the One Stop Center both located in Floyd-Payne Campus Center and Kean Hall.
 - 4. Transferring Cards Cards are not to be passed from a terminating employee to his/her replacement. IDs and Keys must be turned in to the administrative section of the Police Department and the new employee must go through the university card request process.

Visitors

Recognizing the need for a campus such as Tennessee State University to maintain a certain level of openness, visitors' access passes will be distributed in a manner to make is convenient for the university guest without reducing campus safety and security. Visitors will be registered as follows:

Individuals – Individual persons can secure a visitor access pass from the following areas, Campus Police, One Stop Center, Parking Services, Event and Conference Services, Floyd-Payne Student Center Information Desk and the Campus Library. Other areas may be designated in the future.

Groups/Conferences – Groups will be issued a visitor pass from the university hosting department/division. The Visitor pass is expected to have name, department and expiration date on them.

Records

The TSU ID Center shall maintain accurate records of all issued/returned cards and security access levels.

Exhibits: Frequently Asked Questions: Identification Card/Lanyard

Adopted: Revised November 1, 2015; Reapproved June 2020