



L.E. FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # B.O. 18

Title: Identification Card Policy

Authority: Finance and Administration

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Effective Date: 1/19/09

Last Revision: Initial

The identification (ID) card policy for Fletcher Technical Community College was instituted for the safety and security of faculty, staff and students. The ID cards are used to enter the exterior doors of the Main Campus excluding the front lobby entrance and the shop areas. The ID cards ensure that all faculty, staff and students are readily identifiable. In addition, the cards assist in facilitating the identification and exclusion of those individuals who have no legitimate business on campus.

The wearing of the ID card is MANDATORY while on the main campus or the Allied Health Campus.

As employees of Fletcher Technical Community College, faculty and staff members are required to strictly adhere to the policy as well as enforce the wearing of badges by the student body.

ENFORCEMENT – Students who do not have an ID card displayed should be asked to produce the card, and if they are unable to do so must be instructed to purchase a temporary ID card from the Office of Student Affairs. Once issued, the temporary ID card must be worn for the entire day.

DISPLAY – The ID card shall be clipped or worn on a lanyard in a conspicuous location.

LOST/STOLEN ID CARD – It is solely the responsibility of the faculty, staff and students to account for the whereabouts of his/her ID card. Any lost or stolen card should be immediately reported to the Office of Student Affairs and a new card purchased.

NON-TRANSFERABLE – The ID card is non-transferable and cannot be shared.

TEMPORARY ID – The temporary ID will be worn in place of a standard ID card for identification purposes.

TEMPORARY VISITOR ID CARD – All visitors of the campus must sign in at the Office of Administration and receive a temporary card while on campus. Employees are asked to escort the visitor around the campus and return the visitor and ID card to the Office of Administration.

SURRENDER OF ID CARD – A student must surrender his/her ID at the request of any faculty and staff member, at the time of withdrawal from college during the semester.

Faculty and staff must surrender his/her ID to the supervisor upon the last day of employment.