



## UNIVERSITY IDENTIFICATION BADGE AND CARD POLICY

**Policy Title: University Identification Badge and Card Policy**

**Policy Type: Administrative**

**Policy Number: #47-30 (2014)**

**Approved: 05/13/2015**

**Responsible Office: Norfolk State University Police Department**

**Responsible Executive: Vice President of Finance and Administration**

**Applies to: University Community**

### POLICY STATEMENT

The purpose of this policy is to provide an identification system that effectively and efficiently identifies Norfolk State University's employees, students and contractors.

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### DEFINITIONS

**Employee** refers to an individual who works for the University in a full- time, part-time, contractual or temporary capacity, such as administrative and professional faculty, teaching faculty, adjunct faculty, classified staff, wage, temporary agency and contract employees.

**Student** refers to an individual who is currently enrolled at the institution in an educational program or course as a full- time, part-time or non-degree student.

**Volunteer** refers to an individual who is not a University employee, student, or a contractor, and is engaged in some sort of university related function or activity, which requires her/his presence on campus on a regular basis, such as alumni activity, or affiliated foundation activity, or other function in a status, other than employee, student, or contractor.

**Contractor** refers to an individual employed by Norfolk State University to provide goods and services through a contractual agreement for a specific period of time.

## **CONTACT(S)**

Norfolk State University Police Department officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to the Norfolk State University Police Department.

## **STAKEHOLDER(S)**

University Community

## **UNIVERSITY IDENTIFICATION BADGE AND CARD: POLICY CONTENTS**

### **Purpose**

The purpose of this policy is to provide an identification system that effectively and efficiently identifies Norfolk State University's employees, students and contractors. Proper identification of individuals on University property provides a safe and secure campus environment for the University community.

### **Policy Statement**

All adjunct faculty, faculty, staff, volunteers and contractors who represent Norfolk State University to the public are required to wear an identification badge while performing their duties. All students are required to have a valid identification card during their enrollment at the institution. The Spartan Card is the official University Identification.

### **I. Description**

The Spartan Card is the University's official identification for employees and students. It provides evidence of the individual's employment, enrollment or affiliation with the University. The Spartan Card contains the card holder's first name, middle initial and last name, a color photograph, the student's identification number and/or the employee's department, volunteer's University affiliation, or the contractor's company name. A validation sticker indicating the current semester of enrollment will be displayed on the front of the student's Spartan Card.

### **II. Issuance and Replacement**

The institution will issue a Spartan Card to any individual who provides proof of employment or student enrollment and a valid driver's license or picture identification. Employees must provide proof of employment, Spartan Card Request Form approved by the supervisor and a valid driver's license or picture identification to the Auxiliary Services Department to obtain a Spartan Card. Students must complete a Spartan Card Request Form and provide a financial clearance as proof of current enrollment and a valid driver's license or picture identification to the Auxiliary Services Department to obtain a Spartan Card. Spartan Card Request Forms for students can be obtained at the Auxiliary Services Department or the Office of Student Services and Judicial Affairs.

Contractors must provide verification of their affiliation with the University from the Materiel Management Department and a valid driver's license or picture identification to obtain a Spartan Card. A nominal fee will be charged to contractors for identification badges. The Human Resources Department will provide a copy of the University Identification Badge and Card Policy and the Spartan Card Request Form to employees during the New Employee Orientation Session.

The Division of Student Affairs will notify students of the requirement to obtain a Spartan Card. The Materiel Management Department will notify contractors of the requirement to obtain a Spartan Card. The Auxiliary Services Department will issue one identification card to individuals providing proof of current enrollment or employment and proof of identity with a valid driver's license or picture identification.

The Auxiliary Services Department will issue the first Spartan Card without charge. A nominal fee will be charged for lost, stolen, damaged or replacement cards. Replacement cards are required when there is a change in employee status, department or name. The loss or theft of a Spartan Card must be reported immediately to the Campus Police Department. Unauthorized possession, use or reproduction of a Spartan Card by an employee or student may constitute theft or inappropriate use of Norfolk State University's property and will be grounds for disciplinary action up to and including termination of employment or student judicial sanction.

### **III. Validation and Expiration**

Spartan Cards for students must be validated for each semester of enrollment. Students are required to obtain a validation sticker each semester from the Auxiliary Services Department. Spartan Cards for employees will be valid for the duration of their employment. Employees are required to surrender their Spartan Cards to their immediate supervisor upon separation from the University.

Volunteers must surrender their Spartan Cards at such time as their reason for holding one ceases, or becomes so infrequent that to hold such identification becomes unnecessary from the University's perspective. Contractors are required to surrender their Spartan Cards to the Director of Materiel Management or designee at the end of the contract period. Failure to surrender Spartan Cards may result in the withholding of any sums (salary, contract payments, etc.) that may be due to the employee or contractor. Supervisors and the Department of Materiel Management must notify the Auxiliary Services Department of employee and contractor separations from the University.

### **IV. Display**

Employees are responsible for displaying their identification badge during work hours in an easily visible manner. Students are responsible for having the Spartan Card in their possession at all times and must present it upon request by any University official. Failure to comply with these requirements may result in employee disciplinary action, student judicial action or removal from University property.

### **V. Responsibilities**

The Campus Police Department is responsible for ensuring a safe and secure campus environment by maintaining personal safety, and physical and environmental security for the University

community. This responsibility includes enforcing an identification system that provides an effective means of identifying employees, students, and contractors on University property.

A. Auxiliary Services Department.

1. issues and retrieves identification badges and cards;
2. provides validation stickers to contractors; and
3. provides validation stickers for each semester of enrollment to students who successfully complete the registration process and present a financial clearance.

B. The Employee's Department:

1. ensures that employees acquire identification badges, understands its purpose, and complies with requirements for display;
2. submits the Spartan Card Request Form to the Auxiliary Services Department requesting an employee identification badge;
3. notifies Auxiliary Services Department in a timely manner of the employee's separation from the University or an employee's change in employment status; and
4. retrieves the identification badge from the employee upon separation or change in status and returns it to the Auxiliary Services Department.

C. The Facilities Management or designee notifies the Auxiliary Services Department in a timely manner of the expiration of the contractor's agreement.

D. The University Police Department officially interprets the University Identification Badge and Card Policy and revises the policy as necessary to meet the needs of Norfolk State University.

E. The Division of Student Affairs:

1. notifies students of the requirement to obtain an identification card;
2. notifies students to maintain a current validation sticker for each semester of enrollment;
3. informs students that lost or stolen cards must be reported to the Campus Police Department; and
4. provides students a copy of the Identification Badge and Card Policy.

F. The Human Resources Department informs employees during the New Employee Orientation Session of the requirement to have an identification badge and provides a copy of the University Identification Badge and Card Policy and the Spartan Card Request Form.

## **PUBLICATION**

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, Communications and Marketing will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

List the following:

- Next Scheduled Review: 04/06/2021
- Approval by, date: President, 5/13/2015
- Revision History: 09/03/2003; 05/13/2015; 06/08/2016; 06/09/2017; 04/06/2018
- Supersedes: 20.001: University Identification Badge and Card Policy

## **RELATED DOCUMENTS**

Spartan Card Office Policy #46-10

<https://www.nsu.edu/policy/admin-46-10.aspx>

Obtaining a SpartanCard Website

<https://www.nsu.edu/spartancard/obtaining-a-card>

## **FORMS**

1. Spartan Card Request Form Online

<https://spartancard-sp.blackboard.com/eaccounts/AnonymousHome.aspx>