

|  | ADMINISTRATIVE PROCEDURE MANUAL            |                  |        |
|-----------------------------------------------------------------------------------|--------------------------------------------|------------------|--------|
|                                                                                   | SECTION TITLE                              | NUMBER           | PAGE   |
|                                                                                   | COLLEGE ISSUED IDENTIFICATION CARDS        | 06-0904          | 1 OF 1 |
|                                                                                   | BASED ON BOARD OF TRUSTEES' RULE AND TITLE | DATE REVIEWED    |        |
|                                                                                   | 6Hx7-6.2 Safety and Security               | November 5, 2025 |        |

## Purpose

The purpose of this procedure is to establish for the safety and security of students and employees a standard process for issuing, display and use of Florida State College at Jacksonville (FSCJ/College) identification cards.

## Procedure

- A. For the safety and security of students and employees of the College, all students enrolled for classes at FSCJ and all employees of the College shall be issued a College identification card (ID).
- B. All employees of the College shall openly display (wear) their College issued ID at all times while on College property.
- C. All students attending classes at FSCJ shall openly display their College issued ID while on campus. If a student is not openly displaying their College issued ID, students shall produce their issued College ID card upon request by any College security officer, law enforcement officer or other College employee.
- D. College employees who have been issued an ID card which also serves as a proximity card reader for door access shall immediately report the loss or theft of that ID card. A charge to the individual may be levied for any lost proximity ID card replacement.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 8, 2016

Reviewed Date: November 29, 2017, November 5, 2025