

<p><b>The University of North Texas at Dallas Policy Manual</b></p>	<p>Chapter 12.000</p>
<p><b>12.07 Campus Identification Card Policy and Procedure</b></p>	<p><b>Campus Safety &amp; Security</b></p>

**Policy Statement.** This policy has been established to ensure the distribution and use of photo identification cards for all University of North Texas at Dallas (“UNT Dallas”) employees and students in order to ensure a safe and secure work and educational environment.

**Application of Policy.** This policy applies to all faculty, staff, students, vendors, and special event participants. Each student and employee of UNT Dallas is issued a campus identification (ID) card.

The campus ID card serves as proof of status at UNT Dallas. Depending on status, the campus ID card provides access to many resources provided by and available through the UNT Dallas community such as dining meals, access to buildings, use of libraries, and athletic facilities. The campus ID card is to be visibly displayed, (on the outermost clothing of a person) at all times while on property owned, leased, rented or controlled by UNT Dallas.

All students, visitors, vendors, special event participants, and employees must maintain, carry, and display a current campus ID card for the entire period of affiliation with UNT Dallas. The cardholder is responsible for the care and safekeeping of the campus ID card. The campus ID card should be protected and carried by the cardholder at all times. Protecting the campus ID card reduces the risk of abuse related to privileges and funds, and extends the life of the card. Holes should not be punched in the campus ID card and the use of stickers, pins, or other items affixed to the campus ID card is prohibited. No one other than the person to whom the card is issued shall use the campus ID card. The campus ID card is the property of UNT Dallas and must be presented upon the request of an appropriate UNT Dallas official and may be revoked by UNT Dallas officials at any time. The Office of Information Technology Service Desk will dispose of any invalid campus ID cards.

Any transfer, alteration, falsification, or forgery of a campus ID card constitutes a violation of UNT Dallas policy and may result in disciplinary action. In addition, fraudulent or illegal use of the campus ID card may result in criminal charges.

The information contained on and in the campus ID card, including but not limited to the picture, will not be released to persons outside UNT Dallas unless required by law, in response to a valid court order or subpoena, or upon the execution of a written release signed by the cardholder. The information embedded or contained on the card will only be used by UNT Dallas for official business or for internal purposes approved by the appointed office. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person, or to comply with federal, state, or local laws.

## **Procedures and Responsibilities.**

### **1. Obtaining a Campus ID Card**

Campus ID cards are issued by and administered through the Office of Information Technology Service Desk, located in Founder's Hall Room 128. The initial campus ID card is issued at no cost to the cardholder. To request a campus ID card, a student, employee, vendor, or special event participant must present a valid government-issued picture ID or passport, and their EUID, if applicable. Upon verification of the requestor's active status, a head shot photo image is taken and the campus ID card is printed and provided to the individual.

### **2. Lost or Stolen ID Cards**

When a campus ID card cannot be found, the cardholder must report the card as lost as soon as possible. Placing a card on "lost" status protects the cardholder by de-activating the card privileges. Cardholders must place a missing card on "lost" status by reporting it to UNT Dallas Police Department either in person or by calling 972-780-3000, or by speaking directly with a campus Information Technology Service Desk staff member during normal office hours. Once the card is placed on "lost" status it cannot be used until it's re-activated or replaced by a newly printed card. A cardholder must report a stolen card to UNT Dallas Police Department either in person or by phone calling 972-780-3000 and place their card on "lost" status..

### **3. Student Meal Plan Access**

University policy, as stated in the Student Code of Conduct, requires that every student must carry his or her campus ID card at all times. The student should obtain a replacement card from the campus Information Technology Service Desk during normal office hours.

### **4. Building Access**

Many campus buildings require a campus ID card for access. Should a card become lost, the cardholder should obtain a replacement campus ID card from the campus Information Technology Service Desk during normal office hours.

### **5. Unauthorized Transactions**

A cardholder is liable for all unauthorized transactions. If a cardholder believes there has been an unauthorized transaction or unlawful entry into a secured location with the campus ID card, the cardholder must report the concern and details immediately to the UNT Dallas Police Department.

### **6. Unauthorized Use of Campus ID Card**

Student misuse of campus ID cards can result in referral to Dean of Students for student conduct. Employee misuse of campus ID cards will be reported to the direct supervisor and the Office of Human Resources.

### **7. Campus ID Card Found by a Non-Owner**

Campus ID cards found by a non-owner should be returned to the campus Office of Information Technology Service Desk or UNT Dallas Police Department as soon as possible. UNT Dallas Police Department forwards recovered campus ID cards to the campus Office of Information Technology Service Desk on a regular basis. Email notification is sent to the card owner's UNT Dallas email account with notification that the card was found and should be reclaimed as soon as possible.

### **8. Activating a Recovered Campus ID Card**

A missing campus ID card that has been placed on "lost" status by the owner can be reactivated by the owner if a replacement has not already been printed. To reactivate a campus ID card that has been found when a replacement card has not yet been printed, the owner must visit the campus Information Technology Service Desk during normal office hours.

### **9. Replacing a Missing, Damaged, or Expired Campus ID Card**

The fee for replacing a missing or lost card is \$5. If the card has expired or no longer works due to normal wear and tear it can be turned in and replaced at no charge so long as the cardholder turns in the expired or damaged card in exchange for the new card. If a campus ID card needs to be replaced for any other reason than those listed above, there is a \$5 non-refundable replacement fee payable by credit/debit card, or if applicable, by charging the student's account.

A cardholder can obtain a replacement campus ID card from the campus Office of Information Technology Service Desk during normal office hours Monday through Friday. The process of having a new card printed permanently deactivates the most recently issued card. The campus Office of Information Technology Service Desk staff will dispose of any invalid campus ID cards.

### **10. Exceptions- UNT Dallas Police and UNT Dallas Facilities**

Full-time UNT Dallas employees wearing an official departmental uniform with embroidered name or name plate affixed will not be required to visibly wear a campus ID card. If an employee is in plain clothes, i.e. casual or business attire, the employee is required to wear their campus ID card visibly.

Approved: March 27, 2018

Effective: March 27, 2018

Revised: