UCF Identification Cards and Badges

Policy Number   3-132
Responsible Authority Director, Department of Security UCF Card Services
Initiating Authority   Senior Vice President for Administration and Finance
Effective Date   11/3/2022
Date of Origin   11/3/2022

APPLICABILITY/ACCOUNTABILITY

This policy applies to all University of Central Florida departments, employees, and contingent workers.

POLICY STATEMENT

All identification card and badge designs must be approved prior to printing and use. UCF Card Services is the sole department authorized to design and print the UCF Card and UCF identification badges of any type. Exceptions to this policy may be granted by the UCF Department of Security in partnership with UCF Card Services. All active university employees, as well as any university affiliates who work on campus, must have a UCF Card that includes their photograph.

DEFINITIONS

Contingent Worker. Temporary employee provided by an outside agency, or an independent contractor, who works on a specific UCF project/initiative.

Identification Badge. A departmental or unit credential identifying an employee's or student's relationship with a specific department or unit at the University of Central Florida. The UCF Card, however, is the only official, authorized form of identification at UCF.

UCF Card. The official identification card used to identify an employee or student's affiliation with the University of Central Florida and acts as an access control badge (see UCF Policy 3-

105 University Access Control).

UCF-Specific Card Stock. Blank cards containing technology that is specific to the University of Central Florida and purchased through its vendor(s). UCF Card Services prints authorized UCF Card and Identification Badge designs on these cards.

Unauthorized Identification Cards and Badges. Cards and badges that have not been designed or printed by UCF Card Services but are intended to identify a person's affiliation with the University of Central Florida. These cards and badges are unauthorized.

PROCEDURES

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1. The UCF Department of Security will chair a policy group consisting of UCF Business Services, UCF Card Services, and UCF Communications and Marketing that will review and approve all UCF Card and identification badge designs.
2. Departments will not purchase software or hardware for designing and/or printing unauthorized identification cards and badges.
3. Department of Security and UCF Card Services are the only authorized UCF departments that can purchase UCF-specific card stock. Cards purchased through other vendors are not authorized and may not work properly.
4. UCF Card Services will be the sole department responsible for printing and issuing, or authorizing the printing and issuing of, the UCF Card and identification badges as well as storing and protecting individual photographs tied to each UCF Card.
5. Identification badges are not to be used for other purposes such as financial transactions, electronic timekeeping, or access control.
6. All UCF employees, as well as any university affiliates who work on campus, must possess a current, unexpired UCF Card.
7. All UCF employees, as well as any university affiliates who work on campus, must surrender their UCF Card upon separation from the university. UCF employees who leave in good standing may obtain a souvenir UCF Card from UCF Card Services at no charge.

POLICY VIOLATIONS

Violations of this policy include, but are not limited to, the following:
- Purchasing software and/or hardware for designing and/or printing unauthorized identification cards and badges.
- Unauthorized printing of identification cards and badges.
- Displaying an identification card or badge that has not been authorized and printed by UCF Card Services. All unapproved UCF identification cards and badges may be confiscated.
- Attempting to duplicate an official identification card or badge.
- Failure to obtain a UCF Card.

Failure to comply with the terms of this policy may result in disciplinary action up to and including termination of employment.

RELATED INFORMATION

UCF Card Services

Department of Security

UCF Policy 3-105 University Access Control

CONTACTS

Please direct questions related to this policy to the UCF Department of Security: ds@ucf.edu and/or UCF Card Services: cardsrvc@ucf.edu.

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-132

Initiating Authority: _____ Date: 11/1/2022.

University Policies and
Procedures Committee Chair: _____ Date: 10/26/22

President or Designee: _____ Date: 11/3/2022