

ID Badges

Swipe access badges are now transferrable

If an employee transfers from a school or department to a new school or department, the employee will bring their swipe access badge with them. The administrator at the new location will request access be assigned to the new location via the ID Badge Request form.

The ID Badge Request form has been revised. Please discontinue use of previous versions of the form.

Process for schools

1. ID Badge request form will be filled out and signed by an administrator. Please provide completed form to your school IT Tech.
2. IT Tech will confirm that there is a picture in the school photo folder for the employee.
3. Help Ticket will be submitted via Help system by the school's IT Tech.
4. Fully completed ID Badge Request form must be delivered as an attachment and included with the Help Ticket.

ID badges **will** be issued in person at the Safety & Security Office in the Lee County Public Education Center, 2855 Colonial Blvd., East Entrance, first door on right (just past ATM machine), Room #1300.

Badges will be issued on a **walk-in** basis (with properly filled out ID Badge request form and govt. issued photo ID on Tuesdays & Thursdays ONLY between the hours of 9:00 a.m. & 11:00 a.m. and 1:00 p.m. & 3:00 p.m.

Video Entrance systems

Once the Video-Entry system is installed:

- All campus gates are closed and locked after the morning late Bell to prevent unauthorized campus access, but no restricted egress where student or staff evacuation is necessary.
- All visitors are required to enter through the main office
- All employees will be issued a new ID/Access card to allow them to "swipe" at this entry point and enter so all exterior doors should remain locked
- Visitors will come through this system as well, see guidelines below. They will still need to be checked thru Keep N Track if they go further into the school

- Groups can be brought **in** but coordinated with school administrators. They would still need cleared through Keep N Track if going into the school

Video Entrance systems suggested guidelines

With the new video entrance security systems being installed at all schools, we suggest some guidelines for your staff in dealing with unknown visitors and guests presenting themselves at the video camera.

- All visitors must enter through the main office
- Video Entrance systems must **remain** locked. Signage shall be posted near button directing individuals to push the button and speak to the front office staff upon entry.
- Front office staff must ensure the mic/speaker is muted immediately after speaking with each potential visitor to the school. If not, audio is will still be enabled to the speaker at the entry point and all conversations in the front office will be overheard.
- Visitors should push the button and be acknowledged by school staff who can ask the reason for their arrival and ask them to hold their ID up to the camera at the doorbell.
- If the visitor has no I.D. or refuses to present I.D., the SRO and Principal or their designee, must be contacted, prior to entry.
- If the visitor appears highly agitated, angry, threatening, hiding, suspicious, disguising their appearance or refusing to present I.D., the SRO and Principal or their designee, must be contacted.
- Administration and school sites are to use Keep N Track program if anyone wishes to pass the front desk at any site.
- All visitors must have and I.D. tag or district I.D. visible on campus.



REQUEST FORM FOR PHOTO ID BADGE (rev. 3-16-22)

ID badges remain the property of the School Board and employees are required to return them to their supervisor upon termination of employment. The misuse, loss or damage of the ID badge and/or failure to comply with this rule may subject an employee to disciplinary action.

Reason for new badge (Choose all that apply) *(required fields)

Damaged -broken

Not functioning

New Employee (New to LCSD)

Lost (Report immediately)

Transfer/rehired employee (If checked, give previous work location) _____ (Previous location)

If transfer/rehire, did employee bring their swipe access badge with them?* _____ *Must answer y/n

Legal Name Change (If checked, please give previous name)* _____ (Previous name)

Need additional access added to badge –Describe where and why

Date _____ Location Number* _____ Location Name* _____

Employee Name* _____ Employee ID#* _____

Access Hours* _____ Driver License # _____

It is the location’s responsibility to verify the identity of the employee using a valid US Government issued ID prior to submitting a Help Request for an ID Badge. Requests should be submitted via the HELP system (help.leeschools.net). All requests must be signed by an administrator. A head shot photo must be submitted for new ID Badge requests. The format is JPEG and they should be titled using the employee’s DID number. Your school tech will insure the photo is placed in your school’s photo folder.

ID badges can be issued in person at the Infrastructure Services Office (239-337-8242) in the Lee County Public Education Center, 2855 Colonial Blvd., South Entrance (main entrance to building)

Badges will be issued on a walk in basis (with properly filled out ID Badge request form and govt. issued photo ID) on Tuesdays & Thursdays ONLY between the hours of 9:00 am & 11:00 am and 1:00 pm & 3:00 pm

Authorized by: Print Name Title

Administrator Signature (No electronic signatures)

Employee Signature

For Security purposes, authorization must include a signature from one of the following: Chief, Executive Director, Director, Asst. Director, Principal or Asst. Principal, Transportation Supervisor, HR Staffing Specialist. DIGITAL SIGNATURES ARE NOT ACCEPTABLE.