Campus Access and Identification Policy

To the Campus Community,

In an effort to enhance the safety and security of the college community, the following policy regarding campus entry and identification is in effect and must be adhered to by all individuals accessing Kingsborough Community College property.

1. Identification and Entry Requirements

- **All students, faculty, and staff** are required to display and tap their Kingsborough I.D. card upon every entry to campus, without exception.
    - This includes re-entry after temporarily leaving campus for any reason, such as lunch breaks or errands.
    - Individuals who do not tap in will not be considered properly signed into campus.
- **Guests and visitors** conducting official business must:

    Acceptable forms of photo identification include:

    - Present a valid government-issued photo identification card.
    - Driver's license
    - NYS non-driver's ID card
    - Passport
    - Military ID
    - Social services ID
    - City/state employment ID

2. Visitor Access and Restrictions

- Visitors are strictly limited to the area(s) for which they have received authorization.
- Any request to visit other areas of the campus requires additional clearance in compliance with college visitor procedures.
- Unauthorized movement beyond designated areas is a violation of campus policy and may result in removal or future denial of access.

3. Special Access Areas

- **Library Access:** Only registered CUNY students and active City University of New York employees may access the Kingsborough Community College Library.
    - Exceptions must be approved in writing by the Chief Librarian or an Officer of the College and submitted in written form to the Office of Public Safety.
- **Physical Education Complex:** Usage is limited to currently registered Kingsborough students and/or active employees.
    - Any exception must be authorized in writing by the College Athletic Director or an Officer of the College and submitted in written form to the Office of Public Safety.

4. Safety, Legal Compliance, and Protection Measures

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- The college adheres to safety protocols in accordance with the Department of Education & the enforcement of orders of protection requires screening practices that reduce the opportunity of crime on campus and protect those persons who have been victims of stalking and/or domestic violence.

5. Enforcement and Compliance

- Failure to comply with this policy may result in denied entry, removal from campus, or further disciplinary action as appropriate.

Thank you for your cooperation in maintaining a safe and secure campus environment.