

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	December 2001
Section 8.7	University Police	Revised:	November 2004
Policy 8.7.10	Identification Badge Policy	Responsibility:	Chief, University Police

IDENTIFICATION BADGE POLICY

Purpose

The purpose of this policy is to establish a system that provides constant and immediate identification of staff to patients, visitors, and other employees. In addition, the system provides:

- Authorized entry into buildings, offices, and parking;
 - A tool for the security of the campus; and,
 - Employee and student identification for transacting business on campus (e.g., check cashing, parking payments), and participating in institutionally sponsored events and activities held on or off campus.
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Policy

It is the policy of the Health Science Center to issue an identification (ID) badge to each employee, student and to all temporary agency and contractor personnel. Volunteers, education appointees, official guests on campus as observers, and vendors will also be issued ID cards or badges. ID cards or badges must be worn in a highly visible manner while on the property owned or under the control of the institution. Only the horizontal (landscape) ID card is authorized. All older vertical ID cards should be turned into University Police (UTPD). ID cards and badges may not be loaned or otherwise transferred to another individual or department.

This policy applies to all employees regardless of status or classification to include faculty, students, volunteers, trainees, temporary agency workers and contractor personnel. It also applies to guests, vendors and visitors.

Definitions

CREDENTIALS: Standard acronyms indicating licensure, registration, certification, or doctoral degree required by the employee's position or pertinent to the work performed (e.g.; CPA, CR, DDS, DVM, LVN, MD, MSW, MT (ASCP), PA, PhD, RN, RPh). Due to space limitations, no more than three acronyms may be listed on an ID badge.

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DEPARTMENT NAME: The name of the department to which the employee is assigned, as shown in the PeopleSoft database.

EMPLOYEE IDENTIFICATION CARD: A plastic card containing a photograph, the department name, credentials, employee's name (a preferred name may be added at the request of the employee and at the discretion of the UTPD). No fee or deposit required for initial issue. These cards are issued to Health Science Center, other University of Texas System, and retired employees by UTPD.

STUDENT IDENTIFICATION CARD: A plastic card containing a photograph, type of student, (i.e. nursing student), credentials, and student's name (a preferred name may be added at the request of the student and at the discretion of the UTPD). Full-time students have an initial \$10 fee. These cards are issued to Health Science Center students by UTPD.

CONTRACTOR IDENTIFICATION CARD: A plastic badge identifying the wearer as a worker employed by a contractor to the institution for two (2) weeks or more. These cards resemble a regular employee ID card with the word "Contractor" on them. All contractors receiving a plastic ID card need to leave a \$10 deposit at the time of issue and receive an \$8 refund upon return of the ID card to the UTPD. These cards are issued by UTPD. Contractors that are working for less than two (2) weeks shall receive a self-expiring plastic ID card issued by the UTPD which resembles an employee badge without a picture. These contractors will receive a full refund.

TEMPORARY AGENCY PERSONNEL IDENTIFICATION CARD: A plastic card identifying the wearer as a worker assigned by a temporary agency. These cards can be requested from the UTPD. These cards are valid for a maximum of thirty (30) days and can be extended by the UTPD. Cards are issued during departmental orientation and retrieved at the end of the worker's assignment by the department and returned to the UTPD.

EDUCATIONAL APPOINTMENT IDENTIFICATION CARD: A plastic card issued to educational appointees such as visiting students, residents, post-doctoral fellows, internships, clinical adjunct, or clinical instructor. These cards resemble regular employee ID cards. These cards are authorized by the individual department and require a \$10

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deposit at the point of issue with a refund of \$8 upon return of the card to UTPD. These cards are issued by UTPD.

NON-AFFILIATED/VOLUNTEER IDENTIFICATION CARD: A plastic card issued to people working at Health Science Center, but not on the payroll. These cards resemble regular employee ID cards. An initial \$10 deposit is required with a refund upon return to the UTPD. These cards are issued to non-affiliated persons working at the Health Science Center (i.e. ILEX, UPG, ARAMAX, VA) and volunteers, and are issued by UTPD.

VISITORS: Visitors are defined in this policy as short term guests, vendors (service personnel from off campus) and unexpected walk on persons.

ID BADGE: A self-adhesive paper badge that can be written on or run through a printer.

GUEST/VENDOR/VISITOR IDENTIFICATION BADGE: The department receiving short-term guests, vendors or visitors at the Health Science Center at San Antonio (including remote sites) is responsible for issuing an ID badge. Retrieval is the responsibility of the issuing department. This badge must contain the persons name and the department they are visiting.

**ID Badge
Procedures**

1. Plastic ID cards are authorized to be issued based upon the UTPD ID section, receiving a request from one of the following:
 - Classified and Administrative Staff – Human Resources
 - Faculty – Human Resources
 - Students - Registrar
 - Contractors and Temporary – Sponsoring Department
 - Educational Appointees and Volunteers – Sponsoring Department
2. Self-adhesive paper badges are authorized by each department who has short-term guests, vendors or visitors.

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3. During departmental orientation, a department representative issues an ID card to a worker assigned by a temporary agency and retrieves the ID card at the end of the assignment. Departments obtain ID cards from UTPD.
 4. The requesting department completes an [ID Card Request Form](#) for plastic ID cards for contractors and temporary agency personnel. The user department retrieves the ID cards at the end of the worker's assignment (temporary only) and returns it to UTPD. Contractors pay a deposit and should return their ID cards personally for a refund. Departments that hire numerous contractors at a time may submit their list of contractors via e-mail on a spreadsheet to the UTPD. Blank formatted spreadsheet can be obtained from the UTPD.
 5. The UTPD issues an ID Card with clip holder at no cost to the recipient (Health Science Center, other (University of Texas System) or retired employees. A "first time" ID card will be issued at no cost to new employees. Replacement ID card fee is \$10.00 for lost or stolen and \$4.00 due to misuse/name change, title or other miscellaneous changes.
 6. Only ID cards and badges approved for use by the UTPD may be used to comply with this policy.

Badge Display

- ID card/badge holders must wear the ID badge at all times while on property owned or under the control of the Health Science Center.
- The ID badge is be worn on the upper chest and be clearly visible to someone facing the wearer. The ID card may be worn attached to a clip, in a clear plastic card holder, on a lanyard or other device clearly visible. The ID card must be worn horizontally so that patients, guests and fellow employees can easily read it.
- ID cards/badges must be free of decoration. The ID card holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID card or its use as a key card.

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- The plastic ID card holder may include other cards (e.g., mission statement and emergency cards). Such cards may not restrict the view of the ID card and must not contain a magnetic strip (e.g., credit card).
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Monitoring

Failure to comply with this policy may subject the violator to disciplinary action, up to and including termination.

Any employee encountering an unknown person without proper identification in a non-public area should offer assistance. If the employee has any doubt as to the person's response or demeanor, UTPD should be notified.
