

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	December 2001
Section 8.7	University Police	Revised:	July 2015
Policy 8.7.10	Identification Card Policy	Responsibility:	Chief, University Police

IDENTIFICATION CARD 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.

Policy

It is the policy of the Health Science Center to issue an Access ID Card to each qualified person that is on any Health Science Center property. Access ID Cards must be worn in a highly visible manner while on the property owned or under the control of the institution.

This policy applies to all persons regardless of status or classification to include Faculty, Staff, Students, Residents, Affiliates, Emeritus, Retirees, Stipend Paid, Volunteers, Trainees, Temporary Agency Workers, Guests, Vendors, Visitors and Contractor Personnel. Each person who receives an Access ID Card is only allowed one (1) at any given time.

The following rules apply to all University Access ID Cards:

1. The individual to whom the Access ID Card is issued is responsible for their use and control. An Access ID Card may not be loaned or transferred in any way.
2. The Access ID Card may not be altered or defaced in any way. Duplication or alteration of an Access ID Card is prohibited.
3. Individuals without an identifier number issued by the Health Science Center will not get card access and will not receive metal keys without the approval of the Chief of Police.

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4. Report lost or stolen Access ID Cards immediately to the University Police Department. The Access ID Card holder must complete the Lost & Stolen Report on the UT Police website through the following link. <https://www.uthscsa.edu/police/lost-stolen-form>
 5. An Access ID Card will not be re-issued until the procedures for a lost or stolen Access ID Card are followed. The following link provides additional information on the procedure and associated fees. <https://www.uthscsa.edu/police/id-badges-card-access>
 6. The Access ID Card remains the property of the University and must be returned upon transfer, termination or at the request of the issuing department, transfer, or termination.
 7. An Access ID Card that needs to be replaced because of normal use, title, credential or department name change will be replaced at no charge.

Definitions

ACCESS ID CARD: A plastic card containing a photograph, an identifier number, name, affiliated school and division name or department name or title and department name, credentials, campus, barcode, and color bar situated on a vertical orientation issued by UT Police to anyone who will be on Health Science Center property for three (3) or more consecutive days.

AUTHORIZED SIGNATURE: An authorized signature on file with UT Police shall be either the department Chair or Director. In the absence of the Chair or Director, the authorized signature may be delegated to the appropriate Dean, Vice President or Administrator. The delegation must be submitted on department letterhead in memorandum format listing the department Chair or Director as the primary and the delegate as the secondary. The Chief of Police or his representative will evaluate the request and grant or deny it based on the merits. Any request which would require access to an area in another department requires the signature of the concurring department's authorized signature.

CAMPUS: The campus where the individual is assigned or affiliated.

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COLOR BAR: There are seven (7) distinct colors used for Access ID Cards:

- Blue – UT Police
- Orange – Faculty, Staff, Emeritus and Stipend
- Green – VIPs (those who appear on official Health Science Center organizational chart)
- Red – Contractors, Temp, Visiting Student and Affiliate
- Yellow – Resident and Adjunct Faculty
- Grey – UT Component and Food Services
- Brown - Students

If a person is a Student in any capacity, they will be issued a Brown Access ID Card.

Definitions on some of these classifications are described in [Section 4.3.8](#), “Non-Employee Service” of the *Handbook of Operating Procedures* (HOP)

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). Certain limitations and restrictions may apply.

Credentials shall be validated by a departmental signature authority (As defined in [Section 8.7.9](#), “Key/Card Keys” of the HOP) or through a personnel management data system such as PeopleSoft.

CRIMINAL BACKGROUND CHECK FORM: A form that is completed by the requesting department on personnel who are not Health Science Center employees that require an Access ID Card. This form can be located at <http://smile.uthscsa.edu/poibckgrnd.pdf>

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

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DIVISION NAME: The name of the division to which the individual is assigned in the system.

IDENTIFIER NUMBER: A unique nine (9) digit number issued to each qualified individual and located on the Access ID Card.

NAME: The legal first, middle and last name as it is stated in the system to match driver’s license.

SYSTEM: PeopleSoft or New Innovations

TITLE: The title of a person as they are listed on the official Health Science Center Organizational Chart by the President’s Office.

**Access
ID Card
Procedures**

Access ID Cards are authorized to be issued by the UT Police based upon receiving a request from one of the following:

- Employees and retirees (regardless of status or classification) – Human Resources
- Students and Visiting Students – Registrar
- Contractors and Consultants – Department where the individual is assigned
- Residents – New Innovations system
- Forensic Science – An ID card from their Institution and a Security Clearance Check
- Non-Employees not listed above refer to [Section 4.3.8](#), “Non-Employee Service” of the HOP – Department where the individual is assigned

Contractors assigned to the Health Science Center for two (2) weeks or more will be provided an ID card labeled “Contractor”. The contractor assigned to the Health Science Center less than two (2) weeks will receive a self-expiring ID card.

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There is a fee associated with the preparation of the ID card for any of the above categories. The following link provides additional information on the procedure and associated fees. <http://www.uthscsa.edu/police/id-badges-card-access>

**Access
ID Card
Display**

Access ID Card holders must wear their ID at all times while on property owned or under Health Science Center jurisdiction.

Access ID Cards must be free of decoration. The Access ID Card may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the Access ID Card or its use as a key card.

The Access ID Card holder may wear other cards (e.g. mission statement and emergency cards) but such cards may not restrict the view of the Access ID Card and must not contain a magnetic strip (e.g. credit card).

For short term guests, vendors, or visitors that are on campus for no more than two (2) days the department where this individual is assigned will prepare a self-adhesive paper badge containing the name, department, and phone number for that individual. The individual will be requested to wear this paper badge while on any Health Science Center campus.

Compliance

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