Section 8 Subject 8.2 **Policy 8.2.3**	Health, Safety, and Security Policies Security Issues **Identification Badges/Smart Cards**	04/01/90 -Originated 03/10/11 -Reviewed w/ changes -Reviewed w/o changes University Police -Author

Identification Badges/Smart Cards

Policy

The UTMB Health ID Card is the property of the university and is non-transferable. The UTMB ID Card is issued upon employment, upon enrollment as a student and to other affiliated individuals based on specific criteria. The card is valid for the duration of employment, affiliation, or enrollment as a student at UTMB. All employees, students, volunteers and vendors should display a visible form of UTMB issued identification.

Specifically, persons who hold an identification badge shall wear it and display it face-up at all times, and present and/or surrender it to university officials upon request. Failure by employees or students to wear and display the UTMB ID Card may result in disciplinary action up to and including termination and/or expulsion, as appropriate.

- Based upon assignments, employees may be required to wear additional identification
- Because the ID/Smart Card features a magnetic stripe, proximity antenna, and chip, insignias, emblems, pins, and other devices including official UTMB length-of-service pins, should not be affixed to identification badges.
- Employees must obtain a new badge whenever their legal name changes.

The Information Resources Security Manual specifies that unauthorized use of the ID Card warrants confiscation or disciplinary action. Failure by affiliated representatives to wear and properly display the UTMB ID Badge/Smart Card may result in their being barred from campus.

The Identification Badge/Smart Card is UTMB Health's official student, faculty, staff and contractor photographic identification, with facilities access control capabilities.

Official visitors (e.g., consultants, auditors, attorneys, government officials, etc.) on campus for more than one day, should be provided an identification badge by University Police. Official visitors who do not obtain a badge must be escorted by an employee. Vendor representatives must contact the Logistics Acquisition Department before obtaining a badge from University Police.

Obtaining/ Replacing a Badge

To obtain an identification badge for new or interdepartmental transfer employees, all required forms must be completed as provided by Human Resources. Then, the Key Control Officer (KCO) shall enter a work order on line and include credentials from the approved list.

The first UTMB ID Card for employees is free of charge; students are charged $5.00. The replacement charge for a lost or negligently damaged card will be

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Obtaining/ Replacing a Badge, continued

$20. The ID Badge/Smart Card should not be folded, penetrated by any type of pin, or attached with any stickers. Individuals are responsible for the replacement cost for any of these types of damage.

A stolen card will be replaced at no charge, provided a police report associated with the theft is shown to police.

Students who attend classes on campuses other than UTMB and who do not attend the UTMB orientation, will coordinate with their program director to have Identification Badge photographs made and forwarded (by email) to the UTMB University Police. Program directors should make arrangements with the local campus badging authority to ensure these photographs are submitted to and received by the UTMB University Police in a timely manner.

There is no charge to replace old, worn-out badges due to age, legal name changes, department name changes, etc.

*Non-smart ID badges are intended for special or short-term applications and are not available to students, faculty, or staff.

Identification of Credentials

Credentials must have one of the following criteria to be approved for use on UTMB ID/Smart Cards:

- State license;
- Terminal degree; or,
- Identification of personnel within patient care areas.

Note: An individual can have no more than two (2) sets of credentials (line cannot exceed 22 characters)

Each individual requesting use of credentials on UTMB ID card must sign an acknowledgement provided by University Police indicating that the credentials have been earned. Falsification of this document will result in disciplinary action up to and including termination and/or expulsion, as appropriate.

The approved list will be maintained by University Police.

Termination of Employment

Upon termination of employment, employees must return their identification badges to the ID Badge Section of University Police.

References

FREQUENTLY ASKED QUESTIONS UTMB ID Badge/Smart Cards
Information about UTMB Identification Cards
UTMB Police ID BADGE Information
IHOP 9.7.2 Vendor Visitation: UTMB Clinical Enterprise