I. Title

Identification Badges/Smart Cards

II. Policy

A. The University of Texas Medical Branch (UTMB) 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, faculty, students, contractors, and volunteers must display a visible form of UTMB issued identification.

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

   1. Based upon assignments, employees may be required to wear additional identification;
   2. 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;
   3. Employees, faculty, and students must obtain a new badge whenever their legal name changes.

C. 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.

D. The Identification Badge/Smart Card is UTMB Health’s official student, faculty, and staff photographic identification with facilities access control capabilities. Affiliates are not provided facility access control unless they are a Superintendent or above or approved by the UTMB Police.

E. Official visitors (e.g., consultants, auditors, attorneys, government officials, etc.) on campus for more than one day, should be provided an identification badge by UTMB Police. Official visitors who do not obtain a badge must be escorted by an employee.
III. Obtaining/Replacing a Badge
   A. 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) will enter a work order on line and include credentials from the approved list and all required documentation.
   
   B. All employees, faculty, students, contractors, volunteers, visitors and observers must provide a valid US government issued photographic identification or passport to obtain a UTMB ID badge from the Police Badge Office.
   
   C. The first UTMB ID Card for employees is free of charge; students are charged $20.00. The replacement charge for a lost, altered, or negligently damaged card will be $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.
   
   D. A stolen card will be replaced at no charge, provided a police report identifying the badge was part of the theft is shown to UTMB Police Badge Office.
   
   E. There is no charge to replace old, worn-out badges due to age, or legal name changes.

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

IV. Credentials
   A. Credentials must have one of the following criteria to be approved for use on UTMB ID/Smart Cards:
      1. State license;
      2. Terminal degree; or,
      3. Identification of personnel within patient care areas.
   
   B. An individual can have no more than two (2) sets of credentials (line cannot exceed 22 characters).

V. Separation from UTMB - Returning Badge
   Identification badges must be returned to the ID Badge Section of UTMB Police by all employees, faculty, students, volunteers, contractors, and vendors upon termination, graduation, or separation from UTMB for any reason.

VI. Related UTMB Policies and Procedures
   IHOP - 09.07.02 - Vendor Visitation: UTMB Clinical Enterprise

VII. Additional References
   UTMB Badge Office Website
VIII. Dates Approved or Amended

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IX. Contact Information

UTMB Police Department – Badge Office
On Campus: 2-0657
Off Campus: (409)772-0657