



Institutional Handbook of Operating Procedures	
Policy 08.02.03	
Section: Health, Safety, and Security Policies	Responsible Vice President: UTMB Chief of Police
Subject: Security Issues	Responsible Entity: UTMB Police

I. Title*Identification Badges and Access***II. Policy**

The University of Texas Medical Branch (UTMB) is committed to maintaining a safe environment for the University community. The UTMB identification badge is issued, upon employment or enrollment, to students, employees, visitors, volunteers, observers, contractors, visiting students, residents, fellows, and lease tenants.

All members of the University community are required to wear and display their badges, face-up and visible, to identify themselves and their association with the University at all times while on campus or on the premises of university owned or leased space. Failure to wear and display the UTMB identification badge may result in disciplinary action and up to and including termination and/or expulsion, as appropriate. Exceptions are provided when the member of the community is engaged in a procedure where the wearing of an ID card is unsafe, such as in a sterile environment or while operating certain machinery. Section 51.209 of the Texas Education Code states that identification may be requested from any person on the grounds of a higher education institution.

Badge holders may be required to surrender their badge to university officials, including university police, upon request.

Identification badges include a color photograph of the individual, their name as indicated on his or her government issued photo identification, and a department name and/or school designation. Identification badges, for some individuals, will include credentials and/or an expiration date. Based on assignment, some employees may be required to wear additional identification hang tags.

The first UTMB identification badge for employees is free of charge; students are charged \$20.00 upon enrollment. The replacement charge for a lost, altered, or negligently damaged card is \$25. The ID badge should not be altered, folded, or penetrated by any type of pin. Individuals are responsible for the replacement cost for any of these types of damage.

All individuals must obtain a new badge whenever their legal name changes. There is no charge to replace legal name change badges, or old, worn-out badges due to age.

Identification badges are the property of the University and must be promptly returned to the

University when an individual terminates his or her employment, enrollment, or otherwise ends their affiliation with the University. The individual's supervisor is responsible for ensuring the badge is returned to the UTMB Badge Office, if the individual is otherwise unable to meet the requirements of III.F. below.

Individuals are required to present some form of U.S. government issued photo identification, such as a US driver's license or any nation's official passport, when receiving a badge.

Individuals may have more than one role at the University (e.g., employee and student). However, individuals will only be issued one identification badge.

III. Procedure

A. ID Badge Issuance is the responsibility of the UTMB Police Badge office.

1. Employees, Residents, and Fellows – The Key Control Officer (KCO) for the hiring and hosting department are responsible for completing and submitting a Corrigo work order. The work order should include the individuals, name, employee number, date of birth, department, department ID, title/credential(s) (if applicable), security clearance level, the KCO phone number, and the Human Resources ready to hire letter showing level two (2) clearance should be attached.
2. Contractors, Visitors, Volunteers, Observers, and Lease Tenants – Departments hosting contractors, visitors, observers, and lease tenants who will remain on campus for more than three consecutive days or 10 collective days in a 30-day period, will be required to obtain an identification badge by the UTMB Police Badge office. The department KCO should complete and submit a Corrigo work order which includes the individuals name, affiliation type (e.g., contractor, visitor, etc.), date of birth, department, department number, projected duration of stay/expiration date, title/credentials (if applicable), completed and cleared security clearance level/drug screen, KCO phone number, and the individuals phone number. The individual's security clearance report and/or the UTMB Seller's Security Clearance Requirements Form, and Non-UTMB Non-Disclosure form must be attached. Human Resource approval will be required before a badge can be issued. These badges are valid for no more than one (1) year. Upon expiration, the hosting department KCO will need to submit a new Corrigo work order with all the required information and documentation.

Individuals who will be on UTMB property for three days or less and do not obtain an identification badge must first be vetted and approved by the UTMB police department. To receive approval, the sponsoring department will send an email to the Key Control Officer and the UTMB Assistant Chief with the name of the contract company, work location, date, and time. The individual will be required to be escorted by an employee who has access to the requested area or who has been approved.

3. Students – The KCO for the sponsoring school is responsible for completing and submitting a Corrigo work order. The work order should include the student's name, the student ID number, date of birth, graduation date, and security clearance level.
4. Visiting Students – The KCO for the sponsoring department is responsible for confirming a student background is complete and clear A Corrigo work order should be submitted and should include the expiration date of the student's rotation.

5. Internal Transfers – When an employee, contractor, student, observer, or visitor transfers from one department to another, he or she must obtain a replacement badge. The sponsoring department KCO will be responsible for completing and submitting a Corrigo work order for the individual and include all required information and documentation as outlined in procedures.
- B. Credentials – Identification badges should include a list of the individual’s licenses, earned degrees, or other credentials on the badge if this information is relevant to the individual’s job duties or role at the university. Only credentials from the Human Resources approved list may be used on the identification badge and an individual can have no more than two (2) set of credentials. Departments providing this information must take care to ensure that the credentials of these individuals do not suggest an inaccurate identification of the individual’s role within the University to other persons, particularly patients, within and outside the University community.
- C. Security and Building Access
1. Employees, Students, Residents, Fellows, and Lease Tenants - When the KCO from the hosting department has submitted a Corrigo work order with all the outlined information and documentation, they may also request access for these individuals so long as the access is within their approved area. The access will be granted once the UTMB Police Badge Office confirms the request is valid and applies it to the ID Badge.
 2. Visiting Students, Observers, and Volunteers – Access is not provided for visiting students, observers, or volunteers.
 3. Contractors –Access capabilities are generally not provided for contractors. The University recognizes there are occasions when a contractor may need access (i.e., health care, housekeeping, food services, etc.) Access badges for construction contractors or subcontractors will only be provided to the supervisor or above who will be responsible for escorting the work crew. Contractors who have been issued a non-access badge and require access to certain areas within the UTMB campus must first obtain approval from the KCO of the area they intend to access. That approval must be communicated to the UTMB Police. Contractors who have been issued non-access badges and have requested to work in highly sensitive buildings/areas, such as administrative, research facilities, or infant care, must also be accompanied by a UTMB representative who will act as their escort. The KCO of the relevant area must approve the work that is being conducted and the escort must be identified. The UTMB representative will be responsible for ensuring the contractors are properly monitored throughout their visit.
- D. Lost, Stolen, Found Identification Badges - For any UTMB ID badge that is stolen, a theft report must be filed with the UTMB Police and/or an outside agency. Upon presentation of the theft report to the badge office, a replacement badge will be processed at no charge. All lost identification badges should be reported immediately to the UTMB Badge Office (409-772-0657) or UTMB Police Dispatch (409-772-2691). Found badges should be turned into the UTMB Police or Badge Office.
- E. Misuse of UTMB ID Badges—all individuals who are issued a UTMB identification badge are

strictly prohibited from using it in an unauthorized manner, including, but not limited to allowing others to use their ID card to gain access to any UTMB area. Individuals found to be in violation of UTMB ID badge policies shall have their badge access revoked, their badge seized and an investigation by the UTMB Police Department shall be initiated. As authorized by Section 51.209 of the Texas Education code, such persons are subject to removal from the University until an investigation has been completed.

F. Separation from UTMB - Returning Badge

All badge holders are required to return their identification badge to the UTMB Police Badge Office promptly upon separation from UTMB for any reason including graduation, retirement, and termination.

1. Deactivation Criteria:

- a. Deactivation can be completed for immediate restriction of specific access, immediate terminations due to behavioral concerns, natural disasters, or a mass casualty event.
- b. Deactivation can include any employee, student, volunteer, contractor, visitor, or any individual on any/all UTMB leased or owned property.
- c. Deactivation will be approved by the UTMB Chief of Police, or his/her designee, or a Director or higher from the affected individual’s Department.

2. Deactivation Process:

- a. Normal business hours –The Badge Office can be contacted for immediate restriction of specific access, immediate terminations due to behavioral concerns, natural disasters, or a mass casualty event.
- b. After hours – The UTMB Police Dispatch Center can be contacted for immediate restriction of specific access, immediate terminations due to behavioral concerns, natural disasters, or a mass casualty event.
- c. Deactivation will be approved by the UTMB Chief of Police, or his/her designee, or a Director level executive or higher from the affected individual’s Department.

IV. **Relevant Federal and State Statutes**

[Texas Education Code, Section 51.209](#)

V. **Related UTMB Policies and Procedures**

[IHOP – 08.01.26 – Keying Operations and Access](#)

[IHOP – 08.02.05 – Security Management](#)

[IHOP - 09.07.02 - Vendor Visitation: UTMB Clinical Enterprise](#)

V. **Additional References**

[UTMB Badge Office Website](#)

[UTMB Nondisclosure Form](#)

[UTMB Seller’s Security Clearance Requirements Form](#)

 [Security Clearance Requirements.docx](#)

VI. **Dates Approved or Amended**

<i>Originated:</i> 04/01/1990	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
03/10/2011	01/29/2019
12/17/2015	
09/01/2022	

1/28/25	
---------	--

VII. Contact Information

UTMB Police Department – Badge Office:
Galveston Campus: 409-772-0657
League City Campus: 832-505-0081
Clear Lake Campus (Thursdays Only): 832-505-5939