



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 76.02, **Identification/Access Badges**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the policy on identification/access badges.

REVIEW: This HSCEP OP will be reviewed on September 1 of every year (EY) by the Chief of Police or designees, with recommendations for revisions forwarded to the Chief Financial Officer or designee by September 15.

POLICY /PROCEDURE:

I. **Campus Manager**

II. **Police Department Internal Policy**

A. The following individuals are required to obtain **and visibly wear** the official TTUHSC El Paso identification badge at all times while on TTUHSC El Paso campus:

- 1) Faculty and staff members;
- 2) Students who are enrolled in courses;
- 3) Student employees;
- 4) Texas Tech University (TTU) affiliates who work at or for TTUHSC El Paso on a regular basis; and
- 5) Contractors, vendors, suppliers, and any company from outside of TTUHSC El Paso even if escorted by a staff member, while on the premises is still required.

B. An identification badge shall not be altered, disfigured, nor display any items (stickers) that are not part of the original badge.

C. Unauthorized use of a badge may be considered grounds for disciplinary action or removal.

III. **Request for Issuance of Identification/Access Badges**

A. To request an identification card, keyless access badge or fob for TTUHSC El Paso, you must complete an ID/Security Access Device Form online, https://ttuhscep.edu/tteppd/police-forms/documents/El_Paso_Badge_Form.pdf

The requisition form must be signed by the campus department's authorized signer. Individuals requesting badges must present a valid identification card, driver's license, or other governmental approved picture identification.

B. New employees should report to the appropriate campus department no later

than the third working day to receive their identification card /keyless access badge.

- C. Identification cards/keyless access badges can be processed at:

Texas Tech El Paso Police Department (TTEPPD) 200-B Rick Francis St., ASB building. Monday through Friday 8:00 am.-5:00 pm.

IV. **Responsibilities of Authorized Signers**

- A. Department Administrators or designees will identify authorized signers and provide a signature card to the TTEPPD for authentication purposes.
- B. Authorized signers are responsible for:
- 1) Determining the employee's access needs based on job duties,
 - 2) Approving identification cards using the ID/Security Access Device Form,
 - 3) Performing annual reviews of the department's access list,
 - 4) Submitting changes to the employee access requirements,
 - 5) Notifying if an employee will be out for an extended time period, and
 - 6) Tracking Third Party Vendors and length of time required for access to the campus or satellite facilities.

V. **Returning Identification Cards/ Keyless Access Badges.**

- A. Upon separation from TTUHSC El Paso, the identification card/ keyless access and any fob must be surrendered to TTEPPD.
- B. Failure to surrender the identification/access badge during the checkout procedure (see HSCEP OP 70.19) may result in an administrative fee charge of \$10.00 to be paid by the employee upon receiving their final paycheck.
- C. Upon separation from TTUHSC El Paso, the ID /Security Access Device Form must be completed and submitted. Contact TTEPPD during checkout (refer to HSC OP 70.19).
- D. Contractors, vendors, suppliers, and any company outside of TTUHSC El Paso will surrender identification badges upon completion of work or contract. The department responsible for soliciting contractors, vendors, suppliers, or any company or group from outside of TTUHSC El Paso is responsible for ensuring said parties return identification badges within 48 hours upon completion of work or contract so that the temporary access can be terminated.