



# 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 submitted to the chief financial officer or designee by September 15.

### **POLICY /PROCEDURE:**

#### **I. Campus Manager**

Police Department

#### **II. General Policy**

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

- 1) Faculty and staff members;
- 2) Students who are enrolled in courses;
- 3) Student employees; and
- 4) Texas Tech University (TTU) faculty and staff who work at or for TTUHSC El Paso on a regular basis.

B. Unauthorized use of a badge may be considered grounds for disciplinary action.

C. An identification badge may neither be altered, disfigured, nor display any items (stickers) that are not a part of the original badge.

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

A. To request an identification card, keyless access badge or fob for the TTUHSC El Paso campus, you must complete a Identification/Security Access Device form online at [https://elpaso.ttuhsoc.edu/tteppd/police-forms/documents/El\\_Paso\\_Badge\\_Form.pdf](https://elpaso.ttuhsoc.edu/tteppd/police-forms/documents/El_Paso_Badge_Form.pdf) A). 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 will be made at the:

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. Each campus department 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 keyless badge access request,
  - 3) Performing annual reviews of the department's access list,
  - 4) Submitting changes to the employee access requirements , and
  - 5) Notifying if an employee will be out for an extended time period.

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 TTUHSC El Paso 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 the TTUHSC El Paso campus, the requisition form Identification /Security\_ Access\_Device found online at [https://elpaso.ttuhs.edu/tteppd/police-forms/\\_documents/El\\_Paso\\_Badge\\_Form.pdf](https://elpaso.ttuhs.edu/tteppd/police-forms/_documents/El_Paso_Badge_Form.pdf) must be completed and submitted. Contact the Police Department during checkout procedure (see HSC OP 70.19).