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 that are not a part of the original badge.

III. Request for Issuance of Identification/Access Badges

   A. To request an identification/access badge for the TTUHSC El Paso campus, complete requisition form Identification/Security Access Device found online at http://www.depts.ttu.edu/tpd/CCure_access_forms.php (sample shown as Attachment A). Individuals requesting badges must present a valid drivers license or other governmental picture identification.

   B. New employees should report to the appropriate campus department no later than the third working day to receive their identification/access badge.

   C. Identification/access badges will be made at the:

      Police Department       Monday through Friday 8:00 am-5:00 pm

IV. Returning Identification/Access Badges.
Upon separation from the TTUHSC El Paso campus, the requisition form Identification/Security_Access_Device found online at http://www.depts.ttu.edu/ttpd/CCure_access_forms.php must be completed and submitted.
Contact the Police Department during checkout procedure (see HSC OP 70.19)
Failure to surrender the TTUHSC El Paso identification/access badge may result in a $10.00 charge to be paid by the employee upon receiving their final paycheck.