



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 Operating Policy and Procedure (HSCEP OP) is to establish the TTUHSCEP 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:

1. Campus Manager.

In El Paso: Police Department

2. General Policy.

- a. The following individuals are required to obtain **and visibly wear** the official TTUHSCEP identification badge at all times while on a TTUHSCEP campus:
 - 1) Faculty and staff members;
 - 2) Students who are enrolled in courses;
 - 3) Student employees;
 - 4) TTU faculty and staff who work at or for TTUHSCEP 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.

3. Request for Issuance of Identification/Access Badges.

- a. To request an Identification/Access Badge for the TTUHSCEP 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 driver 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 as follows:

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

4. Returning Identification/Access Badges.

Upon separation from the TTUHSCEP campus, the Requisition Form-Identification/Security_Access_Device found online at http://www.depts.ttu.edu/tpd/CCure_access_forms.php must be completed and submitted. For separation forms at other locations, contact the appropriate campus police/departments as follows:

In El Paso: Police Department During Checkout Procedure (see HSC OP 70.19)

Failure to surrender the TTUHSCEP identification/access badge may result in a \$10.00 charge to be paid by the employee upon receiving their final paycheck.