



# 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 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/ttpd/CCure\\_access\\_forms.php](http://www.depts.ttu.edu/ttpd/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/tpd/CCure\\_access\\_forms.php](http://www.depts.ttu.edu/tpd/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.