



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

In El Paso: 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 as follows:

In El Paso: 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 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 TTUHSC El Paso identification/access badge may result in a \$10.00 charge to be paid by the employee upon receiving their final paycheck.