



POLICY NAME:	Photo-Identification Badges	REVISED DATE:	November 2012
POLICY NUMBER:	HR 603	ISSUE DATE:	January 1987
SECTION:	Human Resources	REVIEW DATE:	March 2016

POLICY:

Every staff member of the University of Chicago Medical Center (UCMC) must obtain a photo-identification badge at the time of employment. The badge must be worn at all times clearly visible on the front upper torso of the body while on Medical Center premises.

PURPOSE:

Every staff member must wear the badge while on UCMC premises. Supervisors and managers must inform departmental personnel of this policy and enforce the proper display of badges.

Badges that are old, worn, damaged or inoperable are replaced free of charge. The photo-ID and written confirmation of employment from a supervisor must be taken to the Public Safety Identification Clerk in the CLI lobby for replacement.

The loss of a photo-ID badge poses a potential security risk and must be reported immediately by the staff member to his/her supervisor and to the Public Safety Communication Center at 2-6262. After written confirmation of employment by a supervisor, the Public Safety Identification Clerk will issue a new photo-ID. A fee of ten dollars (\$10.00) is charged for replacing lost photo-ID cards. Fees are paid to the Cashier in the Main Parking Garage Office and a receipt is issued. A new photo identification badge will be issued when the employee presents the receipt and written confirmation of employment to the Public Safety Identification Clerk.

DEFINITIONS:

None

PROCEDURES:

Public Safety staff or management may challenge personnel at work without proper identification and will, if necessary, escort such personnel to the Security Communication Center in Room M-041 for verification of employment. Verification will require the presence of the staff member's supervisor or department head.

Public Safety will note such occurrences. The staff member's supervisor is responsible for the progressive corrective action record for each staff member. The passing of UCMC photo-ID badges to another employee or non-employee is strictly prohibited when used for the purposes of gaining unauthorized access rights.

A staff member who fails to comply with this policy is subject to the progressive corrective action procedure, up to and including discharge.

The photo-ID is the property of UCMC and must be surrendered to the supervisor when employment with UCM is terminated. The supervisor will forward the terminated employee ID badges to the Public Command Center in room M-041.

An employee who finds an identification badge should return the badge to the Public Safety Officer in the Mitchell, Comer or CCD Lobby.

The Public Safety Department is responsible for the implementation, interpretation, and revision of this policy.

REFERENCES:

None

CROSS-REFERENCES:

None

ATTACHMENTS:

None

Issued: January 1, 1987 Photo-Identification Badges
Revised: December 1992, February 2000, October 2004, October 2005, November 2009
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EFFECTIVE DATE: February 2000

Bob Hanley
Vice President, Chief Human Resources Officer