

Standard Operating Policy & Procedure

A-045

ID Badge & Access Cards

Scope: Security Department

Effective Date: 12/02/2011

Supersedes Policy: N/A

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UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE

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Purpose

To establish procedures for the possession, use, display, issuance, update and termination of medical campus ID badges & access cards.

Policy

All University community members are required to have a University-issued ID badge displayed on the front of their person in an immediately visible manner while anywhere on the medical campus. Nobody may possess, use or display an ID badge or access card that is not theirs and not issued to them. A lost or stolen Campus ID Card/ Badge must be reported immediately to Public Safety.

Personnel of the University of Miami Medical Campus Public Safety Department shall follow the procedural steps outlined when issuing, updating or terminating Campus ID Card/ Badge & Access Cards.

Procedures

- 1.0 All University community members are **REQUIRED** to have a University-issued ID Card/Badge displayed on the front of their person in an immediately visible manner while anywhere on the Medical Campus.
 - 1.1 Within any patient care area, such as a hospital or clinic, the ID Card/Badge must be displayed on the front of the body above the waist and below the neck.
 - 1.2 Regular users of the Medical Campus with a legitimate and documented purpose for their presence should have a Medical Campus ID Card/ Badge.
 - 1.2.1 Infrequent users such as one-time contractors or contractors who are on campus for short periods of time may not be required to have a Medical Campus Id Card/Badge but allowed to wear a company t-shirt with company logo or display a company issued ID badge.

- 1.3 University of Miami Coral Gables or Marine Campus employees may display an ID Card/Badge from their respective campus. Medical Campus ID Cards/Badges can be issued where access rights are required more frequently. University employees may not have two ID badges.
 - 1.4 A University-issued ID Card/Badge is property of the University and must be returned upon request or separation from the University.
 - 1.5 Any person who is within an access-controlled area without a University-issued ID Card/Badge displayed on their person must immediately be reported to Public Safety at 305-243-6000. Appropriate action will be taken, which may include authorization verification or removal from the area.
- 2.0 Nobody may possess, use or display a photo ID or access card that is not theirs and not directly issued to them. This includes the family and friends of University community members.
 - 2.1 Instances of such may be grounds for various sanctions, including termination.
- 3.0 A lost or stolen Campus ID Card/Badge must be reported immediately to Public Safety at 305-243-6000. The department should request a replacement as soon possible but no later than the next business day.
- 4.0 The Medical Campus ID Card/Badge design encompasses the following attributes which will not be modified for individuals.
 - 4.1 Badge Type: There are several different template-based badge types, which are designed for easy identification. As an example, individuals who are not full-time regular employees may have a badge type with an expiration date and a label such as contractor. No one will be issued a badge type not consistent with their status. If the status of an individual changes, they may request that their ID Card/Badge be re-issued. In order to receive their replacement ID Card/Badge, the individual must surrender their current ID Card/ Badge.
 - 4.2 Name: The first and last name of the individual as listed in Workday. It is acceptable to request use of a middle name in lieu of, or in addition to a first name as long as the middle name is listed in Workday. Nicknames, titles, or other names not listed in Workday will not be used. If the name of an individual changes in Workday, they may request that their badge be re-issued with the revised name. In order to receive their re-issued ID Card/Badge, the individual must surrender their current ID Card/Badge.
 - 4.3 Department: The department of the individual as listed in Workday.
- 5.0 A background check is necessary prior to ID Card/Badge issuance for any designation other than student. Generally, employee backgrounds are completed by Human Resources and all others are completed by the Medical Public Safety Department. Under some circumstances, background checks completed by business partners for onsite contractors may be accepted at the discretion of Public Safety.
- 6.0 Official visitors coming to the University for official business or educational purposes must be invited by an authorized individual within a University unit that has recognized authority to oversee the activity of the respective visitor.

- 6.1 Frequent visitors, such as contractors, scholars, observers, or volunteers who are engaged in long-term University sanctioned activities may be required to obtain a University ID/ Badge.
 - 6.2 Any person who has a University ID/ Badge may only enter the access-controlled areas that they have access-rights/ permissions to enter. To enter any other area, the person must always be authorized and escorted by a University-employee with access permission for the area.
 - 6.3 Visitors and contractors will have an expiration date on their badge equal to the end of their contract or visit authorization. This expiration date cannot exceed one year from issue date.
- 7.0 New employee photo IDs & access cards will be requested by requisition (IDR), e-mail or access card registration form by hiring department. Public Safety Customer Service Representatives will:
- 7.1 Verify identification of employee by having them provide a valid ID (Drivers License or Passport).
 - 7.2 Verify employment via Workday, CSGold or ProWatch.
 - 7.3 Determine the Badge Type they will receive (Full-time, Temp, Contractor, etc.).
 - 7.4 Update T2, (Input Program #, Generate Barcode # and assign an access card).
 - 7.5 Create or update record in Pro-watch and take picture.
 - 7.6 Verify that CSGold data and Pro-watch data match, specifically the lost card code.
 - 7.7 Print badge with the criteria in section 4 of this policy.
 - 7.8 Encode badge with Onity locking plan when needed.
 - 7.9 Attach access card to user and add approved access in Pro-watch.
 - 7.9.1 Clearance codes beginning with “Z” will require specific approval of one of the individuals listed in ProWatch under the “Approvals” tab.
 - 7.10 Scan magstripe and bar code of new badge and store in ProWatch in the fields labeled “Badge Encoding Track2” and “Badge Barcode Scan”.
- 8.0 Updates for access may be requested by a new access request form or e-mail by the employee’s department. Public Safety Customer Service Representatives will:
- 8.1 Add or delete clearance codes to access card in Pro-watch.
 - 8.2 Add or delete door lock to employee or move employee to another “locking plan” in Onity depending on the number of doors being modified.
 - 8.3 Clearance codes or Onity door names beginning with “Z” will require additional approval of the Executive Director of Public Safety or designee.
- 9.0 Terminated employees:
- 9.1 Public Safety is notified of terminated employees by several methods:

- 9.1.1 Department sends ID/access card via courier, interoffice mail or US mail to our office.
- 9.1.2 Human Resources or department sends an e-mail requesting access be disabled.
- 9.1.3 Daily report from Workday listing terminated employees.
- 9.2 Public Safety customer service staff will:
 - 9.2.1 De-activate access card from ProWatch, check user out of Onity and update T2 in order to de-activate parking and/or transit passes and stop associated payroll deductions.
 - 9.2.2 If the ID Badge or access card is not returned, de-activate the access card using “unaccounted” status, check the card out of Onity and notify department or Human Resources of the required items that need to be returned to the public safety office such as ID, access card, parking card or transit pass.
- 10.0 Nothing in this policy precludes or relieves responsibilities assigned in other department or University of Miami policies.