

TITLE: IDENTIFICATION/ACCESS CONTROL BADGE POLICY

PURPOSE: To provide framework and outline associated processes for the issuance, management, renewal, revocation, deactivation, and use of Harris Health System Identification/Access Control Badges.

POLICY STATEMENT:

All Harris Health System (Harris Health) Workforce Members, in the course and scope of the performance of their assigned job duties, shall be required to wear a Harris Health issued Identification/Access Control Badge at all times while at a Harris Health Facility or Worksite.

POLICY ELABORATIONS:

I. DEFINITIONS:

- A. **BADGE BUDDIES:** Reference or other cards, plastic or otherwise, that hang or are attached behind or just below an Identification/Access Control Badge.
- B. **IDENTIFICATION/ACCESS CONTROL (ID/ACCESS CONTROL BADGE):** A plastic card issued by Harris Health Department of Public Safety (Security/DPS) to all Workforce Members that is used as proof of identity and contains the Workforce Member's name, photo, Harris Health identification number, title, picture, credentials, and pavilion and departmental assignment.
- C. **HARRIS HEALTH FACILITY (FACILITY):** For the purposes of this policy shall include, but is not limited to:
 - 1. All sites and/or areas where Harris Health provides, participates in, or oversee patient care and/or treatment;
 - 2. All buildings, freestanding or attached, owned by or under the control of Harris Health (i.e., hospitals, community health centers, eligibility centers);
 - 3. All mobile health clinics owned by or under the control of Harris Health; and
 - 4. All common areas of a Harris Health Facility, including elevators, lobbies, hallways, restrooms, reception areas, stairwells, seating areas,

concourses, sidewalks, a parking lot, parking garages; and walkways on the premises.

D. HARRIS HEALTH WORK SITE (WORKSITE):

All locations other than a Harris Health Facility where a Harris Health Workforce Member reports or performs work in the course and scope of his or her assigned job duties.

E. WORKFORCE: Employees (permanent or temporary), volunteers, trainees, contractors, medical staff members, and other persons whose conduct, in the performance of work for Harris Health, is under the direct control of Harris Health, whether or not they are paid by Harris Health.

II. ID/ACCESS CONTROL BADGE REQUIREMENTS FOR USE AND PROHIBITED USE:

ID/Access Control Badges shall be:

- A. Displayed prominently upon the Workforce Member's person at all times;
- B. Attached to the Workforce Member's attire on the outer-most garment above the waist with the photograph clearly visible and not covered by any articles of clothing; and
- C. Free of decoration and/or add-ons including, but not be limited to:
 - 1. Stickers (excluding annual Flu Shot Stickers); or
 - 2. Association or Social Cause Pins.

III. ISSUANCE, RENEWAL, REVOCATION, SURRENDER, EXPIRATION, LOST/STOLEN, REPLACEMENT, AND DEACTIVATION:

- A. Issuance:
 - 1. Harris Health Department of Public Safety (Security/DPS) shall:

- a. Be responsible for the issuance, administration, monitoring, renewal, revocation, and deactivation of access privileges for all ID/Access Control Badges; and
 - b. Periodically review all access privileges.
2. All persons who are designated to have signature authority to authorize the issuance of an ID/Access Control Badge (See Appendix A Procedures) shall be responsible for:
- a. Filling out, signing, and submitting a Badge Request Form to request the issuance of an ID/Access Control Badge; and
 - b. Notifying Security/DPS immediately of termination, transfer, or substantial change in job responsibilities for any individual who has previously been issued an ID/Access Control Badge.

B. Expiration:

All ID/Access Control Badges shall be issued with an established date of expiration.

C. Renewal and Deactivation:

All ID/Access Control Badges may be renewed or deactivated if shown inactive for a period or periods as outlined in the table below:

WORKFORCE MEMBER CATEGORY	REQUIRED DEACTIVATION (PERIODS OF NON-USE)	REQUIRED RENEWAL(AFTER DATE OF ISSUANCE)
Workforce Members (Excluding Contractors and Medical staff)	Six (6) months	Five (5) years
Contractors	Three (3) Months	One (1) year after issuance date, or on the date of anticipated completion of contracted work, whichever is earlier where Badge Surrender is required.
Medical Staff Members (including residents, interns, and staff, Fellows and Faculty of affiliated institutions)	Six (6) months	Two (2) years

D. Surrender:

1. Upon termination of employment or completion of assignment, an ID/Access Control Badge holder must immediately surrender their ID/Access Control Badge to their designated Harris Health supervisor or liaison. (See Harris Health Termination of Employment Policy).
2. A surrendered ID/Access Control Badge must be delivered directly to a Security/DPS office at Ben Taub Hospital (BTH), Lyndon B. Johnson Hospital (LBJ), or the Administration Building at Holly Hall.

E. Duplicate Badges:

Workforce Members shall be required to surrender their ID/Access Control Badge in the event a duplicate number has been issued. In this event, Security/DPS will issue another ID/Access Control Badge at no cost.

F. Lost/Stolen Badges:

Workforce Member must notify Security/DPS within immediately if his or her badge is lost or stolen and follow Security/DPS procedures for replacement. (See Appendix A for Lost Badge Replacement Procedures).

IV. VIOLATIONS OF THIS POLICY:

A. Any of the following shall be considered a violation of this policy.

1. Borrowing or lending a ID/Access Control Badge to anyone ;
2. Falsely stating any information appearing on an ID/Access Control Badge Request Form;
3. Defacing or altering a ID/Access Control Badge;
4. Failure to properly display his or her ID/Access Control Badge while in any Harris Health Facility or on a Harris Health Worksite; and
5. The attachment of pins or other items through ID/Access Control Badges.



Policy No: 6.50
 Page Number: 5 of 6
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POLICY AND REGULATIONS MANUAL

B. Each violation that occurs shall be referred to the respective Department head for disciplinary action and may result in confiscation of a Workforce Members ID/Access Control Badge.

V. EXCEPTIONS:

Requests for exceptions to this policy shall be reviewed by the Harris Health Senior Vice President (SVP) Human Resources and SVP Operations Services and approved by the Chief Operating Officer or the Chief Executive Officer.

VI. BADGING PROCEDURES:

See Appendix A - ID/Access Control Badge Replacement Procedures.

REFERENCES/BIBLIOGRAPHY:

Harris Health System Policy and Procedures 6.10 Dress Code

Harris Health System Policy and Procedures 6.24 Termination of Employment

OFFICE OF PRIMARY RESPONSIBILITY:

Harris Health System Senior Vice President Operations

REVIEW/REVISION HISTORY:

Effective Date	Version # (If Applicable)	Review/ Revision Date (Indicate Reviewed or Revised)	Approved by:
03/12/19	1.0	Approved 03/12/19	Structure and Organizational Standards Committee

APPENDIX A ID/ACCESS CONTROL BADGE REPLACEMENT PROCEDURES

A. Replacement Badges:

In the event an ID/Access Control Badge is lost or stolen a replacement ID/Access Control Badge will be issued upon receipt of a completed and authorized ID/Access Request form and receipt of the following fees:

1. A fee of ten dollars (\$10.00) will be charged to replace the first and second lost/stolen ID/Access Control Badge; and
2. A fee of twenty-five dollars (\$25.00) will be charged to replace the third lost/stolen ID/Access Control Badge.

B. An ID/Access Control Badge judged to be defective or to have exceeded its five (5)-year service life will be replaced at no cost to the cardholder. However, if an ID/Access Control Badge must be replaced due to tampering, misuse, or neglect; the following fees will apply:

1. A ten dollar (\$10.00) fee will be assessed to replace the first and second defective ID/Access Control Badge; and
2. A twenty-five dollar (\$25.00) fee will be assessed to replace the third defective ID/Access Control Badge.

C. A new ID/Access Control Badge or a new ID/Access Control Badge overlay will be issued at no charge when an employee's job or personal information changes in their Human Resources record.

If any other information changes, a completed and authorized Identification/Access ID/Access Control Badge request form must be submitted.