


Standard Operating Policy & Procedure		
A-045	Campus ID/ Badge & Access Cards	
Scope: Security Department		
Effective Date: 12/02/2011		Supersedes Policy: N/A
Review/ Revision Date(s): 05/09/2012, 08/09/2013, 09/21/2015		
Last Update By: Matthew Shpiner		Approved by: Anthony Artrip
	UNIVERSITY OF MIAMI MILLER SCHOOL of MEDICINE	Public Safety Department 1051 NW 14th Street, Suite 145 Miami, FL 33136 (305) 243-7233

Purpose

To establish procedures for Medical Campus ID/ Badge & Access Cards possession, use, display, issuance, update and termination.

Policy

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. Nobody may possess, use or display a Campus ID Card/Badge that is not theirs and not directly 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 All regular users of the Medical Campus with a legitimate and documented purpose for their presence should have a Medical Campus ID Card/ Badge.
 - 1.3 Infrequent campus users from either the University’s Coral Gables or Marine Campus may display an ID Card/Badge from their respective campus.

- 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 Campus ID Card/Badge 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.
- 4.0 The Medical Campus ID Card/Badge design encompasses the following attributes which will not be modified for anybody under any circumstances.
 - 4.1 **Badge Type:** There are several different badge types, all based on a common template, which are designed for easy identification of the status of the individual. Individuals who are not full-time regular employees may have a badge type which encompasses an expiration date and/ or a special class label such as contractor. Under no circumstance will anyone be issued a badge type not correlated with their status as listed in DHRS. If the status of an individual changes in DHRS, they may request that their ID Card/Badge be re-issued with a new badge type correlated to their new status. In order to receive their re-issued 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 DHRS. 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 DHRS. Under no circumstance will any nickname, title, or other name not listed verbatim in DHRS be utilized. If the name of an individual changes in DHRS, they may request that their badge be re-issued with the revised name listed in DHRS. 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 DHRS. Under no circumstance will any other information be utilized.
- 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 other designation backgrounds are completed by the Medical Public Safety Department.

- 6.0 VISITORS: All official visitors coming to the University for official business or educational purposes must be invited by an authorized employee within a University unit that has recognized authority to oversee the activity the respective visitor.
 - 6.1 Frequent visitors, such as contractors, observers, or volunteers who are engaged in long-term University sanctioned activities may be required to obtain a University ID/ Badge as deemed appropriate by the University unit with recognized authority to oversee the activity.
 - 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 be authorized and escorted at all times by a University-employee with access permission for the area.
- 7.0 STEPS FOR PUBLIC SAFETY CUSTOMER SERVICE: New Employee Photo ID & Access Card issuance:
 - 7.1 Obtain requisition (IDR) & access card registration form from employee.
 - 7.2 Verify identification of employee by having them provide a valid ID (Drivers License or Passport).
 - 7.3 Verify employment via DHRS data.
 - 7.4 Determine the Badge Type they will receive (Full-time, Temp, Contractor, etc.).
 - 7.5 Update record in Public Safety Data System (Input IDR#, Account #, Generate Barcode # and assign an Access card).
 - 7.6 Create record in Pro-watch and take picture.
 - 7.7 Verify that CSGold data and Pro-watch data match.
 - 7.8 Print badge with all criteria set in section 4 of this policy.
 - 7.9 Encode badge with Onity Data (if needed).
 - 7.10 Attach Access card to user and add approved access to each (Pro-watch system).
- 8.0 STEPS FOR PUBLIC SAFETY CUSTOMER SERVICE: Updates for Access Cards:
 - 8.1 Receive new form or e-mail request from department.
 - 8.2 Create the new "level" in Public Safety Data System.
 - 8.3 Program new information into the Pro-watch system.
- 9.0 STEPS FOR PUBLIC SAFETY CUSTOMER SERVICE: Updates for ID badges:
 - 9.1 Receive new form or e-mail request from Department.

9.2 Add door lock to employee or move employee to another “locking plan” (depending on the amount of doors being added).

10.0 STEPS FOR PUBLIC SAFETY CUSTOMER SERVICE: Terminated employee:

10.1 Receive ID/access card via courier, interoffice mail or US mail.

10.2 Receive clearance call from department.

10.3 Check systems; notify department contacts of the required items that need to be returned to the public safety office i.e. ID, access card, parking card or Metro pass.

10.4 De-activate access card when not returned or delete from system when returned.

10.5 Check user out of the Onity lock system.

10.6 Print credits or charges depending whether or not the employee returned in his/her access card.

11.0 Nothing in this policy precludes or relieves responsibilities assigned in other departments or University of Miami policies.