



**Institutional Handbook of Operating Procedures**  
**Policy 08.02.03**

Section: Health, Safety, and Security Policies	Responsible Vice President: UTMB Chief of Police
Subject: Security Issues	Responsible Entity: UTMB Police

**I. Title**

*Identification Badges/Smart Cards*

**II. Policy**

- A.** The University of Texas Medical Branch (UTMB) ID Card is the property of the university and is non-transferable. The UTMB ID Card is issued upon employment, upon enrollment as a student, and to other affiliated individuals based on specific criteria. The card is valid for the duration of enrollment as a student or employment at UTMB, or other affiliation with UTMB. All employees, faculty, students, contractors, and volunteers must display a visible form of UTMB issued identification.
  
- B.** Specifically, persons who hold an identification badge will wear it and always display it face-up and readily visible, and present and/or surrender it to university officials upon request. Failure by employees, faculty, students, contractors, or affiliates to wear and display the UTMB ID Card may result in disciplinary action up to and including termination and/or expulsion, as appropriate.
  - 1.** Based upon assignments, employees may be required to wear additional identification;
  - 2.** Because the ID/Smart Card features a magnetic stripe, proximity antenna, and chip, insignias, emblems, pins, and other devices including official UTMB length-of-service pins, should not be affixed to identification badges;
  - 3.** Employees, faculty, and students must obtain a new badge whenever their legal name changes.
  
- C.** The Identification Badge/Smart Card is UTMB’s official student, faculty, and staff photographic identification with facilities access control capabilities and is provided to affiliates as outlined in IHOP policy 08.01.26 for Key Control Officer (KCO) responsibility. (IHOP – 08.01.26 – Key Operations and Access)
  
- D.** Official visitors (e.g., consultants, auditors, attorneys, government officials, etc.) on campus for more than three days, should be provided an identification badge by UTMB Police. Official visitors who do not obtain a badge must be escorted by an employee and official visitors who do not obtain a badge must first be vetted and approved by the UTMB Chief of Police his/her designee, prior to UTMB employee escort.

**III. Obtaining/ Replacing a Badge**

- A.** To obtain an identification badge for new or interdepartmental transfer employees, all required forms must be completed as provided by Human Resources. Then, the Key Control Officer

(KCO) will enter a Corrigo [work order](#) on line and include credentials from the [approved list and all required documentation](#).

- B. All employees, faculty, students, contractors, volunteers, visitors and observers must provide a valid US government issued photographic identification or passport to obtain a UTMB ID badge from the UTMB Police Badge Office.
- C. The first UTMB ID Card for employees is free of charge; students are charged \$20.00. The replacement charge for a lost, altered, or negligently damaged card will be \$25. The ID Badge/Smart Card should not be altered, folded, penetrated by any type of pin, or attached with any stickers. Individuals are responsible for the replacement cost for any of these types of damage.
- D. For any UTMB ID card that is stolen, a theft report must be filed with the UTMB Police and/or an outside agency. Upon presentation of the theft report to the badge office, a replacement badge will be processed at no charge.
- E. There is no charge to replace old, worn-out badges due to age, or legal name changes.

\*Non-smart ID badges are intended for special or short-term applications and are not available to UTMB students (student exception to obtain keys for early move into campus housing), faculty, staff, or employees. The purpose of the non-smart ID badges is for identification, not access control capabilities.

#### IV. Credentials

- A. Credentials must have one of the following criteria and approved by Human Resources for use on UTMB ID/Smart Cards:
  - 1. State license;
  - 2. Terminal degree;
  - 3. Identification of personnel within patient care areas.
- B. An individual can have no more than two (2) sets of credentials. The name and credential line on the badge cannot exceed 22 characters.

#### V. Separation from UTMB - Returning Badge

Identification badges must be returned to the UTMB Police Badge Division by all employees, faculty, students, volunteers, contractors, and vendors upon termination, graduation, or separation from UTMB for any reason.

- A. Deactivation Criteria:
  - 1. Deactivation can be completed for immediate restriction of specific access, immediate terminations due to behavioral concerns, natural disasters, or a mass casualty event.
  - 2. Deactivation can include any employee, faculty, staff, student, volunteer, contractor, vendor, or any individual on any/all UTMB leased or owned property.
  - 3. Deactivation will be approved by the UTMB Chief of Police, or his/her designee, or UTMB institutional executive management.
- B. Deactivation Process:
  - 1. Normal business hours – can be completed by the Badge Office for immediate restriction of specific access, immediate terminations due to behavioral concerns, natural disasters, or a mass casualty event.

2. After hours – can be completed by calling UTMB Police Dispatch [Non-Emergencies](#) for immediate restriction of specific access, immediate terminations due to behavioral concerns, natural disasters, or a mass casualty event.
3. Deactivation will be approved by the UTMB Chief of Police, or his/her designee, or UTMB institutional executive management.

**VI. Related UTMB Policies and Procedures**

[IHOP – 08.01.26 – Keying Operations and Access](#)

[IHOP – 08.02.05 – Security Management](#)

[IHOP - 09.07.02 - Vendor Visitation: UTMB Clinical Enterprise](#)

**VII. Additional References**

[UTMB Badge Office Website](#)

UTMB Credentials list

**VIII. Dates Approved or Amended**

<i>Originated:</i> 04/01/1990	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
03/10/2011	01/29/2019
12/17/2015	
09/01/2022	

**IX. Contact Information**

UTMB Police Department – Badge Office

On Campus: 2-0657

Off Campus: (409)772-0657