



UT System Administration Policy Library – Policy INT106  
**Personnel Identification Badge Policy**

Responsible Officer: Director of Police  
Sponsoring Office: Office of the Director of Police  
Effective Date: August 5, 2002  
Last Reviewed: January 15, 2009  
Next Scheduled Review: March 30, 2010  
Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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Each employee of The University of Texas System Administration in Austin is required to wear an identification badge at all times while present at the System Complex. The System Complex is made up of the following buildings: O. Henry Hall (OHH), Ashbel Smith Hall (ASH), Claudia Taylor Johnson Hall (CTJ), Colorado Building (CLB), and Lavaca Building (LAV); and the associated parking garages and surrounding grounds.

Tenants of CLB and their employees, agents, and contractors are required to wear identification badges while at the System Complex at all times.

UT System contractors and their employees, agents, and subcontractors are required to wear identification badges at all times while at the System Complex unless the Office of Director of Police (ODOP) or the System Administration Facility Manager is aware of their presence and the individuals wear distinctive company uniforms.

Visitors to System Administration are required to wear a visitor's identification badge while on the System Complex at all times.

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## **RATIONALE**

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The purpose of this policy is to facilitate security screening of personnel entering and working in the System Complex.

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## **SCOPE**

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All offices of UT System Administration located in the Austin, Texas complex. (ODOP will work on a case by case basis with remote offices of System Administration, such as Federal Relations in Washington, D.C., and University Lands in Midland, Texas.)

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int106.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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None

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## **CONTACTS**

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If you have any questions about UT System Administration policy INT 106, *Personnel Identification Badge Policy*, contact the following office(s):

<b>Subject</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/URL</b>
	Office of Administration	512-499-4205	<a href="mailto:administration@utsystem.edu">administration@utsystem.edu</a>
	Office of the Director of Police	512-499-4680	<a href="mailto:dnelson@utsystem.edu">dnelson@utsystem.edu</a>

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## **DEFINITIONS**

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None

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## **RESPONSIBILITIES**

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### **ODOP**

- Issues personnel identification badges.
- Assists individuals who arrive at a System Complex building without an identification badge as provided under this policy.

**System Administration Employees, Tenants, Contractors, Physical Plant Employees, Visitors**

- Wears approved identification badge, or uniform identifying company, in work places located in, and on the grounds of the System Complex and abides by dictates of this policy.

### **System Administration Facility Manager**

- Obtains the names of all individuals (contractors and physical plant employees) who will be working at the System Complex before work begins and issues the appropriate number of badges to the contractor.

### **Sponsors of meetings**

- Notify ODOP of meetings that will be attended by more than 10 individuals not employed at UT System Administration by submitting the date, time, and location of the meeting to ODOP at least 48 hours in advance of the meeting to permit ODOP to plan accordingly.

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## **PROCEDURES**

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### **General:**

- A. The Office of the Director of Police (ODOP) shall issue personnel identification badges.
- B. The identification badge must be worn on the person's clothing at or above the waist level and in such a fashion to be clearly visible to other employees and security personnel at all time.
- C. The procedures set forth herein are effective at all times, including business access hours from 6 a.m. to 7 p.m., Monday through Friday. Public entrances to buildings in the System Complex (OHH-Colorado Street; ASH-7<sup>th</sup> Street; CTJ-6<sup>th</sup> Street; CLB- 7<sup>th</sup> Street; and LAV-7<sup>th</sup> Street) shall be opened and secured, respectively, in accordance with normal business hours.

### **Employees and Tenants:**

- A. Employee identification badges will be imprinted with the employee's name, their photograph, and the name of their employing department. If an employee's name changes or the employee transfers to another department, a new employee identification badge must be issued. Employees are responsible for notifying ODOP of any changes.
- B. Tenant badges will be imprinted with the badge number, the letter "T," and the seal of the UT System.

- C. Employee and tenant personnel shall immediately report the loss of an identification badge to ODOP. Before a replacement badge will be issued, a fee of \$10.00 will be assessed. The person must provide proof of payment to ODOP for issuance of a replacement badge. Proof of payment is obtained by paying the fee at Accounting and Purchasing Services (APS).
- D. When an employee, a tenant, or a tenant's agents or employees, whom the guard does not recognize, arrives at a System Complex building without an appropriate identification badge, the guard will assist that person as provided in subparts (1) and (2) of this section.
- 1) A person without a badge shall present photo identification to the guard. The guard will check the name against the current employee or tenant roster and, if the identification is verified, the guard will require the person to sign the employee logbook and then issue a temporary "Employee" identification badge.  
  
If the guard is unable to verify employment or tenancy via the list, the guard will contact the person's department or office by phone to seek verification. If employment or tenancy is verified, the guard will require the person to sign the employee logbook and then issue a temporary "Employee" identification badge. If employment or tenancy cannot be verified the person will be denied access.
  - 2) Employees, tenants, or a tenant's agents or employees without badges, but who are known by the guard, will be required to sign the employee logbook and then be issued a temporary "Employee" badge, which they must return at the end of the workday. A fee of \$10 will be assessed to the employee or tenant for badges not returned.
- E. Employees, tenants, or a tenant's agents or employees without badges, but who are known by the guard, will be required to sign the employee logbook and then be issued a temporary "Employee" badge, which they must return at the end of the workday. A fee of \$10 will be assessed to the employee or tenant for badges not returned.
- F. Employees, tenants, or a tenant's agents or employees shall wear their issued identification badge at all times while in the buildings or on the grounds of the System Complex.

**Contractors and Physical Plant Employees:**

- A. Before work begins, the System Administration Facilities Manager will obtain the names of all individuals who will be working at the System Complex. The Facility Manager will issue the appropriate number of “Contractor” badges to the contractor. The contractor or on-site supervisor will be responsible for assuring that each worker is wearing a badge and a distinctive contractor uniform if provided by the contractor. Upon completion of the project, the contractor will return the badges to the Facility Manager or be assessed a replacement fee of \$10 for each badge not returned.
- B. Individuals working at the System Complex will be required to wear a contractor identification badge or a uniform identifying their company if provided by the contractor. Uniformed UT Austin Physical Plant employees will not be required to wear a contractor badge while on the System Complex but will wear their UT Austin ID badge.
- C. Non-uniformed contract employees will be issued a contractor identification badge by the Office of the Facilities Manager after providing satisfactory identification, and will be required to wear the badge at all times while at the System Complex.
- D. Workers who are discovered without a badge or uniform will be stopped, identified, and immediately reported to the contractor, on-site supervisor or the System Complex Facilities Manager for corrective action.

**Visitors:**

- A. When a visitor arrives at a System Complex building without an authorized identification badge, he/she will be received by a guard who will offer assistance. The guard shall verify a visitor’s identity by inspection of a form of photograph identification, when applicable. The guard will request that the individual sign the visitors log book, issue the person a “Visitor” identification badge, and notify the department or office that the visitor has arrived. The visitor shall wait at the guard area for a representative to escort the visitor to the department or office. A department or office representative must escort the visitor back to the guard to return the badge prior to the visitor’s departure.
- B. A person who is employed at one of the UT System institutions and wearing an identification badge issued by their institution will be allowed to enter without being issued a visitor’s badge. Their ID badge shall be worn at all times while at the System Complex.
- C. An employee of one of the UT System institutions who is not wearing an identification badge issued by his/her institution will be required to stop at the guard desk, offer identification, sign the “Visitor’s” Logbook, and obtain a numbered visitor identification badge which shall be returned when the employee departs the System Complex. Exceptions to this procedure are authorized only

for members of the Board of Regents of the UT System and Presidents of UT System Institutions.

- D. Guards will be instructed to contact their immediate supervisor or ODOP when circumstances occur that require higher-level management resolution.
- E. If a visitor arrives before 8:00 AM and no guard is on duty, the visitor should remain in the lobby area, or outside the building, as with OHH, until the guard assists them and issues the “Visitor” identification badge. In the event an employee with whom the visitor is meeting allows the visitor to enter, the employee shall escort the visitor back to the guard as soon as practicable after 8:00 AM. The guard will then issue the Visitor identification badge and have them sign the “Visitor’s” Logbook.
- F. Sponsors of meetings that will be attended by more than ten (10) individuals not employed at UT System Administration should notify ODOP of the date, time, and location of the meeting. A list of attendees should be submitted to ODOP at least 48 hours in advance to permit ODOP to plan accordingly. Attendees may arrive 30 minutes before the start of the meeting for entry after checking in with the guard.

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## **FORMS AND TOOLS/ONLINE PROCESSES**

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None

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## **APPENDIX**

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None

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Keywords: id, badge, identification badge, employees, contracts, ID badge, I.D., facilities

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