

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

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Subject: <b>PHOTO IDENTIFICATION BADGES</b>	Original Issue Date: 2/13/76	Policy # <b>511</b>
	Supersedes: 10/22/19	Effective Date: 1/18/23
Policy Owner(s): On Site Director of Human Resources Executive Sponsor(s): Chief Executive Officer		
Departments Consulted: Los Angeles County Sheriff's Department (LASD) Allied Universal	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Medical Officer
		(Signature on File) Chief Executive Officer

## PURPOSE

To establish a standardized method for identifying authorized Los Angeles General Medical Center staff.

## POLICY

All employees, attending staff, residents, students, trainees, volunteers, duly authorized contractors, and other personnel (permanent, temporary, or part-time), shall wear a photo identification badge issued by the Department of Health Services (DHS) Human Resources while on the premises of any Los Angeles General Medical Center facility.

## PROCEDURE

- This badge shall be worn between the shoulders and waist with the photo clearly visible. Badges shall not be altered in any way. Unapproved stickers may not be attached to the badge. All employees shall immediately identify themselves and explain their activities to either the Security, LASD or to personnel in the work area being entered.
- All employees are encouraged to question and/or report anyone who is not immediately recognized as being authorized to be in their work location or any area of a Medical Center facility to the (Los Angeles General) Security Control Center (Los Angeles General SCC Dispatch) at (323) 409-3333 or from any internal telephone by dialing 9-3333. The SCC operator will then assess and notify the LASD (Los Angeles Sheriff's Department) if required.
- Identification badges are required to contain specific identifying information:
  - Recent photograph of the individual (within last five years);
  - Individual's full name, employee or agency number, and department or agency title; and
  - Indication of individual's birth date (located on the reverse side of the badge).
- Identification badges are required to be replaced to reflect a change of title, department or when the photo no longer allows for the recognition of the individual employee.

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- If the identification badge is lost or stolen, the employee is required to file a police report, provide a copy of the report to DHS Human Resources, and pay for the replacement of the identification badge. The employee will also be required to sign an affidavit attesting that the identification badge was lost or stolen. The replacement fee of the identification badge is \$25 - \$100, depending upon the number of times replaced.
- Mutilated badges shall be reported immediately to the Human Resources and a replacement shall be obtained. A replacement fee of \$25 - \$100, payable to the Cashier's Office, shall be charged to replace the official identification badge unless it exhibits normal wear and tear, in which case, it shall be replaced at no charge.
- Upon termination from employment or transfer to another department, the identification badge shall be immediately returned to the employee's supervisor. If the identification badge is not returned, Human Resources will not process the employee's transfer documents.
- Failure to comply with this policy may result in disciplinary action in accordance with the Employee Evaluation and Discipline Guidelines.

### **RESPONSIBILITY**

Human Resources  
Administrators  
Department Managers  
Supervisors  
All Employees  
Los Angeles County Sheriff's Department  
Allied Universal Security

### **REFERENCES**

California Code of Regulations, Title 22, Section 70721  
DHS Policy #940, Identification Badges  
DHS Employee Evaluation and Discipline Guidelines

### **REVISION DATES**

August 1, 1994; October 20, 1998; April 9, 2002; May 10, 2005; September 29, 2008;  
November 12, 2013, October 11, 2016; October 22, 2019, January 18, 2023