

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>IDENTIFICATION BADGE</b>	Original Issue Date: <b>October 30, 2003</b>	Policy #: <b>511</b>
	Supersedes: <b>September 8, 2011</b>	Effective Date: <b>March 12, 2015</b>
Committees Consulted: College Operations	Reviewed & Approved by: College Planning	Approved by:  (Signature on File) Provost, College of Nursing and Allied Health

## **PURPOSE:**

To comply with LAC + USC Medical Center policies and regulatory requirements for identifying authorized College/LAC+USC Medical Center staff.

## **POLICY:**

The College adheres to the LAC + USC Medical Center Policy: Photo Identification Badges.

The issuance and control of identification (ID) badges are the responsibility of the Department of Health Services (DHS): Department of Human Resources (HR).

All employees, students, trainees, volunteers, and other personnel shall wear a photo ID badge, issued by DHS HR, while on the premises of the College and other DHS facilities.

## **PROCEDURE:**

The employee, student, guest:

- Wears the ID badge between the shoulders and waist with the photo clearly visible
- Does not alter the badge in any way nor attach stickers to the front of the badge unless authorized by DHS
- Questions and/or reports anyone, who is not immediately recognized as being authorized to be at the College, to Los Angeles County Sheriff's Department (ext. 3333).

Supervisors ensure that employees and students wear either a photo or temporary ID badge.

### Temporary ID Badges

The employee/student, who does not have his or her photo identification badge upon reporting to work, obtains a temporary ID badge from:

- Office of Educational Services (OES) if remaining on College campus
- LAC+USC Inpatient Tower Information Desk if going to Medical Center

Designated OES staff issue temporary ID badges specifying effective dates.

### Replacement ID Badges

The student must obtain authorization for a replacement badge from the Dean, Administrative and Student Services or the Affiliation Coordinator.

The employee or student:

- Reports lost or stolen ID badges in accordance with LAC + USC Medical Center Policy #511: Photo Identification Badges
- Replaces lost or mutilated badges at the on site HR office (226) 890-8207
  - Pays a replacement fee at the Cashier's Office

Subject:

**IDENTIFICATION BADGE**

**Exception:** Badge will be replaced at no charge if it exhibits normal wear and tear.

- Presents receipt to the HR office.

Termination of Employment or Enrollment

The employee/student must immediately return the ID badge to onsite HR office.

**REFERENCES:**

LAC + USC Medical Center Policy #200: Patient Rights

LAC + USC Medical Center Policy #511: Photo Identification Badges

LAC + USC Medical Center Policy #642: Security Assessment Program

**REVISION DATES:**

October 30, 2003

July 20, 2006

November 13, 2008

September 8, 2011

March 12, 2015