

# 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>July 20, 2006</b>	Effective Date: <b>November 13, 2008</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 Network policies and regulatory requirements regarding security and patient rights.

## **POLICY:**

The College adheres to the Network policy: Photo Identification Badges.

The issuance and control of identification (ID) badges are the responsibility of the Department of Human Resources.

All employees, students, trainees, volunteers, and other personnel shall wear a photo ID badge, issued by the Human Resources, while on the premises of the College and any LAC+USC Healthcare Network facility.

## **PROCEDURE:**

The employee, student, guest shall:

- Wear the ID badge between the shoulders and waist with the photo clearly visible
- Not alter the badge in any way nor attach stickers to the front of the badge
- Question and/or report anyone, who is not immediately recognized as being authorized to be at the College, to County Police (ext. 3333).

Supervisors shall 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, shall obtain a temporary ID badge from the Office of Educational Services (OES).

Designated OES staff shall 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 shall:

- Report lost or stolen ID badges in accordance with Network Policy #511: Photo Identification Badges
- Pay a replacement fee at the Cashier's Office  
**Exception:** Badge will be replaced at no charge if it exhibits normal wear and tear.
- Replace lost or mutilated badges at the Office of Human Resources (323) 890-8382
- Present receipt to the Office of Human Resources.

Subject:

**IDENTIFICATION BADGE**

Termination of Employment or Enrollment

The employee must immediately return the ID badge to Human Resources.

Students must surrender their badges to the OES as part of the check out procedure.

**REFERENCES:**

Network Policy #200: Patient Rights

Network Policy #511: Photo Identification Badges

Network Policy #642: Security Assessment Program