



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.02, **Identification/Access Badges**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the TTUHSC policy on identification/access badges.

REVIEW: This HSC OP will be reviewed on September 1 of each odd numbered year (ONLY) by the Chief of Police, with recommendation for revisions forwarded to the Vice President for Facilities and Safety Services and the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

1. **Campus Manager.**

The Campus Manager at the regional campuses is the police department.

2. **General Policy.**

- a. The following individuals are required to obtain **and visibly wear** the official TTUHSC identification badge at all times while on a TTUHSC campus:
 - 1) Faculty and staff members;
 - 2) Students who are enrolled in courses; or
 - 3) Student employees.
- b. TTU faculty, staff, and student employees who work at or for TTUHSC on a regular basis should wear the official TTU Raider Card in place of the TTUHSC identification badge.
- c. University Medical Center employees who work at TTUHSC on a regular basis should wear the official University Medical Center badge.
- d. Unauthorized use of a badge may be considered grounds for disciplinary action.
- e. An identification badge may neither be altered, disfigured, nor display any items that are not a part of the original badge.

3. **Request for Issuance of Identification/Access Badges.**

The process for Issuance of Identification/Access Badges can be found online at the Texas Tech Police Department website: https://www.depts.ttu.edu/ttpd/CCure_access_forms.php

4. **Returning Identification/Access Badges.**

Upon separation from TTUHSC, contact the Texas Tech Police Department at the numbers listed below for return instructions:

Abilene/Dallas	325-696-0438
Amarillo	806-414-9969
Lubbock	806-743-1300
Permian Basin	432-703-5119

5. **Lost/Stolen Identification or Access Badges**

The process for obtaining a replacement badge may be found online at the Texas Tech ID Office website: <https://www.depts.ttu.edu/unvid/>

- a. The Texas Tech University ID office will charge a \$20 fee for a replacement for a lost badge.
- b. If a badge is stolen and a copy of a police report is presented, the fee will be waived.