THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

POLICY:

To ensure that only authorized personnel are issued a University ID badge, and that the badge is properly prepared according to established guidelines. The Public Safety ID Clerk will be responsible for issuing ID cards.

PROCEDURES:

1. Employees paid by the University and the Hospital Authority (CALEA 22.2.7.b)

   Human Resources for the University and the Hospital Authority will be responsibility for entering new employee information into the ID data base. The new employee will have their picture taken during orientation and will be issued later in the orientation process.

   The ID card will contain the following information:
   a. Employee name, (first and last)
   b. Department Name (name of department that pays the employees salary)
   c. Friendly Title
   d. Professional designation MD, PH.D will be displayed following name.
   e. Expiration Date

2. Employees paid from other sources

   a. All persons working on Medical University premises, who are paid from grants or other sources, must obtain and wear the MUSC ID card. In order to obtain the ID
card they must first be cleared and entered into the system by Human Resources.

1) The ID card will be issued and shall include the following information:
   a) Employee name (first and last)
   b) Department name (name of Department paying salary) Work unit, if space is available.
   c) Expiration date.

Note: This group could include DSS, Subway Shop, Dietary, Environmental Services, Temporary Pools, Children Rehab, Volunteer Services, Students from other Institutions, Research Personnel from other countries, Visiting doctors, Students on summer jobs, and other contract personnel.

b. Contractors Badges - are issued when an application form, MUSC/MUHA Professional Services ID Badge, is completed prior to the contractors arrival at the Public Safety Headquarters Building.

1) The ID card will be issued and shall include the following information:
   a) Employee name (first and last);
   b) Company name; and
   c) Expiration date.
   d) Project Number

3. Temporary employees

Temporary employees shall follow the same procedure as permanent employees, with an expiration date indicated on the front of the badge. Expiration date must appear on badge, not to exceed one year.

4. Students

All students, classified and unclassified, must obtain an official MUSC ID card and wear this ID card in a clearly visible manner. All new incoming student ID s will be made at
scheduled orientation dates, or as scheduled, with the information presented to Public Safety by the Registrar’s Office.

The student ID card will include the following information:

a. Student’s name (first and last) space available;

b. Friendly Title (STUDENT);

c. Name of College; and

d. Expiration Date.

5. **Temporary ID Badge**

a. A temporary ID badge will be issued by Public Safety should an employee/contractor/student/visitor, fail to wear their badge to work on any given day. Temporary badges will be issued for one day only. Verification must be made before the temporary badge will be issued. Should it be determined that a person is a habitual user of the temporary system, their name will be forwarded to their Department Head, and necessary disciplinary action will be taken. Employees working in the Hospital complex, may obtain a temporary badge from the Desk, in North Towers. Temporary ID Badges are color coded as follows:

1) Orange - Employee/Contractor;

2) Yellow - Student; and

3) Blue - Visitor.

6. **Replacement of Lost ID**

The loss of a badge should be reported immediately to the Public Safety Office. If for any reason the badge is lost, a replacement fee of $15.00 will be charged.

7. **Penalty for defacing ID card**

Employees, students, or faculty found guilty of defacing the picture or otherwise defacing the MUSC ID badge, will have their badge confiscated, and the person will be required to pay $15.00 for another badge.
8. **Termination or Dismissal**

Upon an employee, faculty members or student’s separation (resignation, retirement, layoff, transfer, etc.) from the Medical University, the identification badge must be returned to the Department of Public Safety/ Human Resources, or their Department. The badge is then forwarded to Public Safety. The badge shall remain the property of the University.

9. **Color Coding**

<table>
<thead>
<tr>
<th>Bar Color</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Blue</td>
<td>University Employees</td>
</tr>
<tr>
<td>Red</td>
<td>Medical Center Employees</td>
</tr>
<tr>
<td>Blue</td>
<td>Medical Doctors</td>
</tr>
<tr>
<td>Brown</td>
<td>Residents</td>
</tr>
<tr>
<td>Purple</td>
<td>Faculty/Fellows/Post Doc.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Students</td>
</tr>
<tr>
<td>Green</td>
<td>University Administrators</td>
</tr>
<tr>
<td>Orange</td>
<td>Contractors</td>
</tr>
<tr>
<td>Red/Green</td>
<td>Internal Audit</td>
</tr>
<tr>
<td>Red, Broken Bar Code</td>
<td>Women’s Health/Nursery</td>
</tr>
</tbody>
</table>

10. Individuals requesting to view pictures of Department personnel can view them on the Department web site or request to view the personnel board located in the Patrol Commander’s office. *(CALEA 22.2.7.a)*