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## HUMAN RESOURCES POLICIES

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Category:	Human Resources
Title:	<b>Photo Identification Badges</b>
Applicability:	TJUH System, Thomas Jefferson University, Jefferson University Physicians (Jefferson)
Contributors/Contributing Departments:	Photo Identification Center

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### PURPOSE

The Jefferson Photo Identification Badge is the official identification badge. The badge is a multi-functional card with digitized photo and electronic identification and validation for departments needing to verify student and/or personnel status. The badge serves as a platform for identity, compliance and access as well as other campus-related services and functions.

Applicable regulations mandate that the photo identification badge of anyone providing direct patient care must also display the title on the front of the badge. For the purposes of this policy, a direct care giver is anyone involved in actual delivery of health care services or assistance with activities of daily living to a consumer or patient.

All aspects of this policy will be applied in a manner consistent with applicable local, state and federal laws.

### APPLICABILITY

This policy is applicable to students, and faculty, staff, medical staff, residents, volunteers, contractors, vendors and visitors, collectively referred to as personnel.

### POLICY

Photo identification badges are mandatory in order to assure a safe and secure campus environment. They also provide evidence of employment or enrollment and identity, compliance and access. Photo identification badges must be worn on an area above the waist and face-side out while on Jefferson owned or operated premises.

The photo identification badge is property of Jefferson and is governed by the policies and procedures set forth by Jefferson. The badge is not transferable and is not permitted to be used by anyone other than the issued badge holder.

As this is an identification badge, full facial photographs are required. Applicants are not permitted to wear any article of clothing or eyewear that obscures facial features. Accommodations will be

provided as required and allowed by applicable law.

Individuals must visit the Photo Identification Center to have their photo taken and receive their badge. Badges cannot be mailed (distance learning students may be issued a photo identification badge at the discretion of the organization) and cannot be issued to another person on the badge holder's behalf. Photo identification badges will only be issued when the individual's identity is confirmed by a valid government issued photo ID (i.e. Passport, Driver License/State ID Card, Military ID).

Photo identification badges may not be altered or used to display emblems or stickers in any way that obscures the person's photograph or printed information on the badge. Unauthorized use, sharing, alteration or duplication for any purpose will result in immediate confiscation of the badge and may result in disciplinary or legal action.

Colleges and Department Heads are responsible for insuring compliance with this policy for all those within their operating areas.

Access to buildings and campus areas is controlled by the Campus Security Department. Dependent upon location, photo identification badges are required to be visible, swiped, or tapped to gain access; non-compliance may result in removal from the premises.

## **PROCEDURE**

The photo identification badge is generated from data obtained from the student record system or employee personnel database. Non-employee affiliates may be issued a photo identification badge at the discretion of the organization.

The name appearing on the photo identification badge will be the badge holder's legal name; attested to on an I-9 employee verification document or on a student's application/registration documentation. Any changes to the information appearing on the photo identification badge would need to be changed with appropriate documentation via the Registrar's Office for students or through Human Resources for personnel.

Each initial photo identification badge is free; however, there is a replacement cost for lost or damaged badges (see attached Fee Schedule). Damage includes, but is not limited to punched holes, bends, cracks, tears, faded/unidentifiable picture/text, unreadable bar code or magnetic strip. Badges that no longer work, but show no visible damage, will be replaced at no cost.

The Jefferson employee photo identification badge is a white plastic card (which may include a role recognition card) distributed by the Photo ID Center, with a photo (to be updated every three-and-one-half-years (3.5) for direct care givers and every ten (10) years for non-clinicians), name, licensure (see State Recognized Licensures and Titles attached) and job title (if applicable), as well as the department name.

Direct care givers will have their degree/licensure and caregiver title (i.e. physician, registered nurse) listed on their identification badge. Employees in non-clinical roles will have terminal degrees listed.

When delivering direct care to patients who exhibit symptoms of irrationality or violence (i.e. conduct/behavior by a patient indicating that the patient may threaten or physically harm an employee), employees may have their last name omitted from their identification badge. To obtain an identification badge without the employee's last name, the Department Head must submit a

written request to the Photo Identification Center. These identification badges will be printed with the employee's photo, first name, last initial, and caregiver title. This identification badge will be issued as an addition to the primary identification badge, may only be used under the circumstances described above, and cannot be used for identification, compliance, access or any other campus related service or function.

All direct care givers will be issued a Jefferson role recognition card along with their Jefferson photo identification badge. This role recognition card will state the caregiver's generic title (i.e. physician, registered nurse) and must be worn along with the Jefferson photo identification badge. Only the role recognition card issued by the Jefferson Photo Identification Center is acceptable.

The Jefferson student photo identification badge is a white plastic card, distributed by the Photo ID Center, with a photo, student name, college and year of graduation. The photo identification badge will expire on the date of commencement.

The reverse side of the photo identification badge will contain imbedded technology to be used for a variety of services and functions.

If an individual changes name or status, the badge must be updated to reflect the current name and/or status, consistent with the status change. The old badge must be returned to the Photo Identification Center.

Badges must be visibly displayed on an area of the body above the waist and face-side out while on Jefferson owned or operated premises.

Security Officers may stop and question students or personnel not displaying the photo identification badge or ask to inspect the badge. Where appropriate, the officer may notify the Office of the Provost or the individual's Department Head of the failure to comply with Jefferson's policy. The Security Department may also send a written report to the Office of the Provost or Department Head requesting a response of action taken.

If any individual reports to campus without their photo identification badge, they must obtain a temporary identification badge. Between the hours of 7:00am and 5:30pm Monday through Friday and 9:00am and 1:00pm Saturday, temporary identification badges can be obtained from the Photo Identification Center located in the Jefferson Medical and Health Science Bookstore. Outside of the hours of the Photo Identification Center, temporary identification badges can be obtained from a Jefferson Security Officer. In order to receive a temporary badge, students must be registered for the current term or personnel status must be active. Temporary identification badges will only be issued when the individual's identity is confirmed by a valid government issued photo ID (i.e. Passport, Driver License/State ID Card, Military ID). Temporary photo identification badges will be required to meet the standards of Pennsylvania Act 110: Health Care Facilities Act – Photo Identification Tag Regulations. Temporary photo identification badges may be used for access purposes only, no benefits or privileges will be extended when a temporary identification badge is presented.

Service and/or therapy animals that have been appropriately authorized can be issued a photo identification badge, which will also include the name and a photo of their owner/handler.

The Photo Identification Center will be responsible for the implementation and ongoing management of the photo-identification system.

Any badges that are found should be returned to the Photo Identification Center

### Termination and Invalidation of Photo Identification Badges:

At the time of termination, the photo identification badge will be collected by the manager or sponsoring department (See Policy 200.27 Employee Disciplinary Procedures and Policy 200.32 Voluntary Resignations).

At the time of non-employee separation (i.e. library badges, wellness center membership badges, etc.), the photo identification badge must be returned to the Photo Identification Center indicating separation.

All students and personnel must have an active identification badge. If the identification badge includes an expiration date and the individual's status remains active, the badge must be renewed on or before the expiration date.

### **DESIGNATION OF DEGREES, LICENSURES AND TITLES**

Only State-approved professional licensures will be added to the photo identification badge

All licensures and academic degrees must be verified through Human Resources in order to be indicated on the photo identification badge.

A copy of the degree must accompany any PAF processed that will add, change or delete any information. This information will remain in effect until Human Resources is authorized by the department to make changes.

The Photo Identification Center, under whose authority Identification Badges are prepared and issued, will issue photo identification badges indicating only those licensures defined by the State and those academic degrees that are verifiable. No societies or professional group initials will be authorized.

**Attachment 1:** Photo ID Fee Schedule (PDF)

**Attachment 2:** State Recognized Titles (PDF)

**Attachment 3:** Request to Omit Last Name on ID Badge Template (PDF)

**Attachment 4:** Pennsylvania Act 110 – Health Care Facilities Act – Photo Identification Tag Regulations

**Attachment 5:** Jefferson Photo ID Badge Color Key

**Attachment:** [Jefferson Photo ID Badge Color Key \(PDF\)](#)

**Attachment:** [Pennsylvania Act 110 !! Health Care Facilities Act !! Photo Identification Tag Regulations \(PDF\)](#)

**Attachment:** [Photo ID Fee Schedule \(PDF\) \(PDF\)](#)

**Attachment:** [Request to Omit Last Name on ID Badge Template \(PDF\) \(PDF\)](#)

**Attachment:** [State Recognized Titles \(PDF\) \(PDF\)](#)

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**Responsibility for maintenance of policy:**

(Signature on File)

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**Approved by:**  
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