

Subject: PHOTO ID BADGES		Issued By: ADMINISTRATION	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 325	Issue Date: June 30, 2005	Revised Date: April 13, 2006	Effective Date: April 15, 2006

Reference:

Revised and adapted from LAC + USC Healthcare Network Policy #325.

PURPOSE

To conform to USC’s and the LAC + USC Healthcare Network’s policies on Photo ID Badges.

POLICY

Note: Although Photo ID Badges are not required to be worn within HRA’s administrative offices at 1640 Marengo Street, Staff-Members that work either within USC facilities or within any LAC+USC Healthcare Network facilities must comply with LAC+USC Healthcare Network ID Badge policies & procedures, as described below.

1. **TWO TYPES OF PHOTO ID BADGES:** There are two different Photo ID Badges that a Staff-Member may require; one issued by USC and the other issued by the LAC+USC Healthcare Network:
 - a) **USCARD (CARDINAL RED)** – Issued by USC Personnel Services and easy to obtain, so long as the Staff-Member is already in the USC computer system; and
 - b) **LAC + USC HEALTHCARE NETWORK CARD (WHITE)** – Issued by the Human Resources Department of the LAC+USC Healthcare Network and more difficult to obtain, requiring a TB test and paperwork to prove that you work in a particular department.

2. **PROJECT STAFF-MEMBERS ARE RESPONSIBLE FOR OBTAINING APPROPRIATE ID BADGES:** It is the responsibility of all Staff-Members to ensure that they have obtained and are wearing the proper Photo ID Badge to work in their designated work area;

3. **MUST WEAR BADGE IN ALL LAC + USC HEALTHCARE NETWORK FACILITIES:** All employees, contractors, students, trainees, volunteers and other HRA or USC Staff-Members must wear an LAC + USC Healthcare Network Photo ID Badge (white), while on hospital premises. If an official photo identification badge is unavailable, Staff-Members should wear a temporary “Visitor’s” badge, which can be obtained from the information desk in the lobby of the General Hospital;

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4. **BADGE MUST BE CLEARLY VISIBLE:** When required, ID badges shall be worn between the shoulders and waist with the **photo clearly visible**. Badges shall not be altered in any way. Stickers may not be attached to the badge. All Staff-Members shall immediately identify themselves and explain their activities to either Safety Police, or to personnel in work areas being entered;
5. **REPORT SUSPICIOUS ACTIVITY:** All Staff-Members are encouraged to question and/or report anyone who is not immediately recognized as being authorized to be in their work location. Staff-Members should report any suspicious activities they witness to their supervisor;

ADMINISTRATION

Supervisors shall be responsible for ensuring that their employees wear either a photo or temporary ID badge while on duty at LAC + USC Healthcare Network facilities.

Failure to comply with this policy may result in disciplinary action.

RESPONSIBILITY

Administrators
Supervisors
Employees/Staff-Members

REFERENCES

California Code of Regulations, Title 22, Section 70721
DHS Policy# 940