




**Administrative Policies and Procedures**

HHS #251.0

March 24, 2010

**TO:** SCVHHS Executive Management Group

**FROM:** Sylvia Gallegos   
Deputy County Executive/Acting Director, SCVHHS



Central Services

Policies

and

Procedures

**SUBJECT:** Photo Identification Badge/Access Card

**REFERENCE:** Welfare and Institutions Code section 14083  
22 CCR 70721(d)  
Department of Health and Human Services, 45 CFR Part 142 (HCFA-0049-P)  
Security Standards, NPRM 1998 section 142.308  
VMC Administrative Policies 101.0, 530.1 and 530.2  
Santa Clara County Ordinance Code A25-301  
TJC 2009 EC.02.01.01  
Business and Professions Code section 680

**POLICY:**

All persons issued a Santa Clara Valley Health and Hospital System ("SCVHHS") identification badges ("ID Badges") shall wear the issued identification badge bearing their full legal first and last name, photo and vocational classification, when on County business on County SCVHHS property, in County SCVHHS facilities or any other County facility. ID Badge must be worn on the front upper torso of the body with the picture on the card visible at all times.

Any ID Badge worn around the neck must have a safety 'breakaway' feature.

The ID Badge is County property, which must be returned upon resignation or termination.

All employees, medical students, visiting house staff, courtesy medical staff and volunteers are required to wear and display their photo ID Badges, while on SCVHHS property or at any SCVHHS location. Contractors, vendors, business visitors and sales representatives must wear hospital-supplied visitor ID Badges at all times while on SCVHHS property or at any SCVHHS location. (See VMC Policies #530.1 and #530.2.)

ID Badges are the property of SCVHHS. ID Badges contain a miniature circuit board that is used to activate access to designated building areas and parking lots. Any form of mutilation to the card (e.g. a puncture) will destroy the circuit board and render the card inoperable. Improper use or visible alteration of the badge can result in disciplinary action.

ID Badges are issued at the time of hire and must be collected and returned to Human Resources at the time of termination or resignation. Visitor ID Badges are issued to contractors, vendors, business visitors and sales

HHS #251.0

representatives at the time they come on to SCVHHS property or are at any SCVHHS location, and must be collected and returned at the time they leave that property or location.

A \$10.00 replacement fee will be charged for lost or mutilated ID Badges. A fee will not be charged for authorized Personnel Action Request ("PAR") changes.

**BACKGROUND:**

The California Code of Regulations and the Welfare and Institutions Code require that health facilities provide a safe and secure environment by limiting access to authorized persons. The Photo Identification Badge System is an integral part of the SCVHHS' security management program.

**PROCEDURE:**

**Responsible Party**  
Manager/Supervisor

**Action**

Identifies and assigns the required employee access levels on Access Level Form. Submits both Identification Badge request and Access Level approval forms to Human Resources with the PAR form at time of appointment and termination of employment.

Receives ID Badge from Human Resources and issues to employee.

Requires employee to wear ID Badge while on duty at all times. Initiates appropriate disciplinary action if badge is not worn and displayed or if misused, altered in any manner, or otherwise worn inappropriately.

If employee reports to work without ID Badge, sends employee to Protective Services for temporary day or replacement ID Badge.

SCVHHS Human Resources

Processes ID Badge for new employees and enters appropriate administrative badge information into personnel database at time of appointment.

Distributes copies and places completed Identification Badge Request form in permanent employee personnel file.

Delivers Employee ID Badge to hiring authority upon appointment.

Upon receipt of PAR for discontinued employment, updates information in personnel database.

Employee

Completes the Identification Badge Request Form and signs Part I.

Submits completed and signed form to manager/supervisor at time of appointment.

Employees shall produce SCVHHS ID Badge when requested by any supervisor, manager, director, or Protective Services officer.

Employee Assures ID Badge is properly safeguarded when employee is not wearing the ID Badge.

Reports lost or stolen ID Badge to Protective Services immediately.  
Obtains temporary ID Badge from Protective Services.

Pays Valley Medical Center (VMC) Cashier \$10.00 replacement fee and receives receipt.

Submits completed Replacement ID Badge form to Protective Services and receives replacement ID Badge.

Relinquishes ID Badge to manager/supervisor upon termination or resignation.

Employees should be aware that any unauthorized use of an ID Badge to access the SCVHHS or other County Facilities is a violation of law and the appropriate authorities will be contacted to investigate, and take appropriate action, including disciplinary action.

VMC Cashier

Receives fee for replacement ID Badge and issues receipt.

Protective Services

Maintains a file of all Replacement and Temporary Identification Badge Request Forms.

Processes request to replace lost or stolen ID Badge. View VMC Cashier receipt then have requestor sign ID Log as verification of receiving identification badge.

SCVHHS Facilities

Maintains a current and updated access database consistent with the position control report.

Maintains and repairs ID Badge access control systems on a priority basis for security consistent with SCVHHS' Security Management Plan.

Maintains a current list of approved access groups.

Issued: 05/23/1996

Revised: 03/24/2010