

Title: Identification Badges (I.D.) /Electronic Access Card

Effective Date: 03/18/2022

Applies to: University Wide

Statement: WesternU employees, students and visitors must always wear identification (I.D.) badges when on property owned or under the control of the University.

Purpose: Proper identification of individuals on university property provides a safe and secure campus environment for the WesternU community.

Related Information:

General: I.D. Badges can be obtained on the Pomona campus at the Facilities Office in USC building and on the Lebanon campus, through the Office of Operations.

I.D. badges, which are the property of the university, must be worn in a highly visible manner while on campus. The badge:

- Must be picked up in Facilities. I.D. badges cannot be mailed or shipped to the badge holder.
- May be used for such purposes as the university designates
- Must be always worn, only by the person to whom it was issued, while on campus
- Is non-transferable
- If lost or stolen, must be reported within 24 hours to the WesternU Facilities Department (Pomona) or Office of Operations (Lebanon).
- Must be presented and/or surrendered upon demand by a university official-failure to do so, or lending the I.D. badge to anyone, is considered misuse and may subject the holder to disciplinary action under the Campus Code of Conduct.

Information on the badge for employees and students shall include the individuals:

- legal name (only names that exceed character capacity are permitted to be shortened)
- degree/license (active licenses only)
- photograph

Care and Use of I.D. Badge

I.D. badges cannot be defaced in any manner, e.g., stickers or pins covering any part of the photo or name.

If the badge is placed in a holder, the entire front of the I.D. badge must be fully visible.

Copies of badges (e.g., paper/photograph) are not permitted and will be confiscated.

Employee I.D. Badges: All regular and temporary, benefits-eligible employees shall be issued an I.D. badge. If an employee is new, the I.D. badge cannot be issued until the first day of employment. The I.D. badge is void upon termination or interruption of employment and must be returned to the employee's immediate supervisor or Human Resources upon termination of employment with the University.

Student I.D. Badges: All students will be issued an I.D. badge. The badge becomes void upon termination of enrollment at WesternU whether due to withdrawal or dismissal. I.D. badge must be surrendered to a university official. Staff members enrolled as a WesternU student are not eligible for a Student I.D. badge.

- All student I.D. Badges will have the following information printed on the back:
 - The telephone number for the National Suicide Prevention Lifeline, 988-273-8255
 - The Crisis Text Line, which can be accessed by texting HOME to 741741
 - WesternU Campus Security, 909-706-3000
 - National Alliance on Mental Illness
 - Pomona: 909-625-2383 or 909-399-0305
 - Oregon: 541-745-2064 or 541-745-2064 (Note: the second phone number is not a crisis line)

Contractor I.D. Badges: Contractors and other persons performing authorized work at any WesternU location are required to wear the WesternU Visitor I.D. badge while on property owned or under the control of the University. WesternU Facilities, or the appropriate WesternU College or Department, will be responsible for notifying the WesternU Facilities Department (Pomona) or Office of Operations (Lebanon) about the contractor for them to receive the visitor I.D. badge. This will include contracted security officers / contracted cleaning crew and Café Bon Appétit personnel. *Will be issued a numbered I.D. Visitor Badge will state "Visitor". Maroon stripes are on both sides of this type of I.D. badge.

Vendor I.D. Badges: Vendors are required to wear a WesternU issued Visitor I.D. badge. The office where the vendor will be working will submit the required badge authorization to the Facilities Department (Pomona) or Office of Operations (Lebanon). The Office/Department Manager/Director will inform vendors who report to their area without the WesternU issued I.D. badge report to the WesternU Facilities office (located in the University Services Center— Pomona or Office of Operations Lebanon) to obtain a badge.

Visitor I.D. Badges: In order for a visitor to be granted access to the university, s/he must be issued a Visitor I.D. Badge that must be worn at all times while they are on campus. Visitors must sign in with a security officer upon entry to the building in Lebanon or at the University Security Office located in the University Service Center (USC) near the fountain on the Pomona campus. Visitors must also show proper identification such as a driver's license, state identification card, or school identification card before the I.D. badge will be issued. When the visitor leaves the campus, the Visitor I.D. badge must be surrendered to the Security Officer on duty and the visitor must sign out before leaving. Either a WesternU employee or student shall escort visitors at all times.

Building access: Building access generally is limited to the normal business operating hours of the campus. Contractors or vendors requiring after-hours access for completing their contract must coordinate their work with the University Security Office and Facilities Department (Pomona) or Office of Operations (Lebanon) to establish authorized access outside of normal hours of operation.

WesternU in Pomona is an open campus where the general public walks through it daily. Admittance into WesternU buildings, except the Administration, Learning Resource Center (Library) and Student Services Center require an I.D. badge for entry. Security staff may challenge those that are not in compliance and admittance may be denied. Those individuals denied access would be directed on where to go to obtain the proper I.D. badge for their particular circumstance.

Students requiring access to research labs: The Principal Investigator (PI) or Lab manager must submit access requests for students. Requests from students will not be accepted/processed.

Exceptions to I.D. Badges: For those who are on campus for large events such as Preview Day, Career Ladder Program, or patient's/pet owners coming to their respective healthcare centers, I.D. badges will not be required.

Lost I.D. Badges: Once recognized that the I.D. badge is lost, contact WesternU Security Department at (909) 706-3000 (x 3000) in Pomona and the Office of Operations at (541) 259-0200 (x 0200) so that the badge can be deactivated.

Replacement Badges: Employees/students will be provided with a temporary I.D. badge and will be directed on how to obtain a new I.D. badge. A nominal fee of \$10 will be charged for each replacement badge requested. After three replacement badges have been issued, the fee will be increased to \$50 in order to receive another I.D. badge. For those badges that need to be replaced due to wear and tear, no fee will be charged if the old I.D. badge is presented at the time of obtaining the new badge.

Retention of Found I.D. Badges: All I.D. badges that have been found and turned in to the University Security Office (Pomona) or Office of Operations (Lebanon) [collectively the Office], will be held for no more than thirty- (30) calendar days and then destroyed. The Office will attempt to contact the person on the I.D. badge. If the Office learns that the I.D. badge has already been replaced, the Office will immediately destroy the I.D. badge.

Definitions:

Contractor or vendor: Contractors/Vendors and other persons performing authorized work at any WesternU location.

Employee: A person hired by another, or by Western University of Health Sciences, etc., to work for wages or salary.

Student: A person who is attending Western U to obtain a degree in one of our programs.

Visitor: A person visiting the campus for a specific reason.

Responsible Department: Campus Security

Contact: Campus Security

Email: security@westernu.edu