



## POLICY ON CAMPUS IDENTIFICATION BADGES AND ACCESS TO BUILDINGS AND PARKING LOTS

Dated: March 7, 2016

Supersedes: SS.201 *Access to Buildings and Rooms*, dated February 26, 2003, and SS.204 *Identification Badges*, dated December 26, 2006

### I. PURPOSE

To establish guidelines for the issuance and use of College identification badges and access to College buildings and parking lots.

### II. POLICY

It is the policy of New York Medical College to issue a picture identification badge to all employees, students, volunteers and others as authorized by the Director of Security or his designee. The purpose of the identification badge is to identify persons as authorized to be on campus or in campus buildings and to provide access as authorized to College buildings, student housing and parking lots.

### III. SCOPE

This policy applies to all students, employees, contractors, volunteers, residents in College-sponsored Residency Training Programs at the Westchester Medical Center, residents in College-sponsored Residency Training Programs at other affiliated hospitals with pre-approved access and other authorized personnel. "Contractors" is defined herein as individuals hired by the College to provide a service for which access to campus buildings is required, non-employed faculty and non-employed administrative staff who maintain offices in 19 Skyline Drive, and pre-approved non-employed faculty requiring temporary use of College facilities.

### IV. DEFINITIONS

**Identification Badge.** An HID brand proximity style identification badge (ID) issued and printed by campus security that includes the holder's picture, name, title or position (employee, student and graduation year), contractor, or volunteer.

**Access Clearances.** Access clearances to campus doors, parking lots and other spaces are added to the holder's identification (ID) badge at the time of issuance. Access clearances may be removed or added as required.

**Identification Badge Reader.** An electronic reader installed at a door or parking gate that is used by the holder of an identification badge to gain access.

**Remote Access.** Access remotely given by Security to a person who does not have their identification badge on their person or visitors, contractors, applicants, or others as required.

## V. PROCEDURES

- A. Every person issued an ID card under this policy is required to display an official NYMC valid picture identification badge at all times while on campus, and to present the same at the request of any authorized official of the College. Failure to present this identification badge upon request may be interpreted as an indication that the person is not a member of the NYMC Community and may be requested to leave the campus. Furthermore, if this person refuses to abide by this request, he or she may be treated as a trespasser. The first ID badge is issued without charge. A fee of \$5.00 will be charged for the replacement of lost or cards damaged due to misuse. Students and employees must immediately report lost identification badges to Security.
- B. New employees are issued an identification badge upon successful completion of the new employee orientation training provided by Environmental Health and Safety. Incoming students are issued an identification badge upon completion of their student orientation.
- C. At the request of the Director of Facilities, Environmental Health and Safety or Purchasing, and with the approval of the Director of Security, an identification badge (ID) may be issued to an outside contractors who will be working at the College on a long term basis.
- D. The Security Department will maintain a number of "spare badges" that can be issued for short term use to an unescorted outside contractor who may need to access multiple buildings or spaces.
- E. Security will place an identification badge into all fire department emergency access "Knox Boxes" installed on campus that provide access into and within that building.

- F. The Security Department will add, delete or update access clearances as required and maintain a log of all ID badges issued or replaced.
- G. Identification badges (ID) can only be used by the person to whom the badge was issued. Student or employees who allow others to use their identification badges are subject to disciplinary action.

**VI. EFFECTIVE DATE**

This policy shall be effective as of the date signed.

**VII. POLICY RESPONSIBILITIES**

- A. Employees, students, contractors and volunteers - comply with the procedures as outlined in this policy.
- B. Human Resources - collect the ID badges of terminated employees.
- C. Security - adhere to this policy.


**VIII. POLICY MANAGEMENT**

Responsible Executive: Vice President of Operations

Responsible Officer: Director of Security

Responsible Officer: Security

**APPROVED:**

  
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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer

3.8.16  
Date