

GUIDELINES:

Issued: 2015

Revised: June 2021

PURPOSE:

For reasons relating to institutional identity, the promotion of safety for all university community members, and to obtain certain special services and privileges, Campus identification is required when on the School of Medicine Campus.

WUSM Protective Services issues identification badges to all faculty, staff, students, and selected contract employees.

All university community members are required to display their badges in a visible place and above the waistline (i.e., on the shirt pocket or shirt collar) to identify themselves and their association with the university at all times while on campus or the premises of university-owned or leased space. The employee should produce it upon request by Protective Services or any other university/medical school official.

The badge entitles employees to some benefits and privileges, including but not limited to:

- Cashing personal checks
- Access to the medical school and Danforth Campus Libraries
- Access to the Athletic Complex at the Danforth Campus
- Access to the faculty/staff dining plan

Identification badges include a photograph of the community member, his or her first and last name as indicated on the correctly submitted ID request form, and the department to which they are assigned. Identification badges are the university's property and must be returned when an individual terminates his or her employment, ceases to be enrolled, or otherwise ends his or her association with the university.

As with all university property, the identification badge should not be shared among employees or used to gain unauthorized access to certain areas or privileged information. Protective Services should be contacted with questions regarding ID badges' issuance, granting facility access, and returning lost WUSM ID badges. Individuals will only be issued one identification badge.

DEFINITIONS:

Identification Badge – Photo Identification with name and department issued by the WUSM Protective Services to the faculty, staff, students, affiliated contract employees, partners, etc.

FISC - Facilities Integrated Service Center

PROCESS:

Operations & Facilities
Management

Identification Badge Policy

Badges for faculty, staff, and students are created when an ID Request Form is submitted in ServiceNow by a recognized authorized badge requestor.

A badge will be created with the approved access from the department. The cost for the initial ID card is \$15. Worn or stolen cards are replaced at no charge. Replacement cards are \$10 and are an individuals expense.

Access to specialized areas will be granted when the Physical Security Access Control Team has received the required approvals.

Faculty, staff, and students from Danforth Campus will have their cards programmed for the WUSM campus. WUSM faculty, staff, and students, who regularly attend events and meetings on another WU campus location, may request access to those areas from Washington University Police. This access will be added to their WUSM ID card.

The student/faculty/staff/contractor will go to the FISC located on the first floor of Olin Residence Hall located at 4550 Scott Avenue to have a photo taken and pick up their ID badge from a CSR. The FISC is open Monday to Friday, 7 am to 7 pm.