

**GUIDELINES:**

Revised: Date Revised – September 2023

**PURPOSE:**

For reasons relating to institutional identity, the promotion of safety for all members of the university community and to obtain certain special services and privileges, WUSM Protective Services issues identification badges to all faculty, staff and students as well as selected contract employees.

All members of the university community are required to display their badges in a place that is visible and above the waist line (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 on the premises of university owned or leased space. The employee should be able to produce it upon request by Protective Services or any other university/medical school official.

The badge entitles employees to a number of 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 properly submitted ID request form and the department to which he or she is assigned.

Identification badges are the property of the university and will be retained by the university 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 the issuance of ID badges, 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 and affiliated contract employees, partners, etc.

**PROCESS:**

Badges for faculty, staff and students are created when a Badge Request Form is completed by the requestor, approved by the department and/or manager and submitted for processing through ServiceNow.

Cost for the initial ID card is \$20. Worn or stolen cards are replaced at no cost. Lost cards or cards replaced due to a name or department change are replaced at a cost of \$10.

Access to specialized areas will be granted, when the required approvals have been received by the Transportation Services/Protective Services Customer Service Center.

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.