



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: HOSPITAL STAFF IDENTIFICATION BADGE

POLICY NO. 201

CATEGORY: Human Resources-Personnel	EFFECTIVE DATE: 1/83
POLICY CONTACT: Karyl Smith	UPDATE/REVISION DATE: 6/21
REVIEWED BY COMMITTEE(S):	

PURPOSE:

To assure proper identification of all workforce members working in, or assigned at Harbor-UCLA Medical Center.

POLICY:

All workforce members defined as duly authorized employees, temporary house staff, contractors, students, agency personnel, medical students, attending physicians and volunteers whether they are permanent, temporary or part-time. All workforce members must have and wear their photo identification badge while on the grounds of Harbor-UCLA Medical Center. All identification badges are to be reissued biennially (every two years) and color coded for easy identification. The color coding cannot be repeated within any six (6) year cycle as determined by the department. All identification badges shall contain the County Seal or graphic and designate the Department the workforce member is employed by. The identification badge shall contain at least the following identifier information:

- a. recent photograph of the individual (within last five {5} years);
- b. full name of the individual;
- c. Department Name and actual Payroll Title;
- d. be equipped with a programmable magnetic strip; and
- e. be bar coded for identification and improved security.

Failure to wear the appropriate identification badge will lead to appropriate corrective action, up to and including discharge or release from County service.

Managers/supervisors must ensure workforce members wear their badge while on County premises. Managers/supervisors are responsible for enforcing the provisions of this policy and effecting appropriate disciplinary action, when necessary. Managers/supervisors who fail to enforce the provisions of this policy, or fail to discipline any workforce member who violates any provision of this policy, may be subject to disciplinary action.

REVISED: 10/92, 6/95, 2/96, 5/98, 3/05, 1/11, 5/14, 7/17, 6/21

REVIEWED: 9/86, 9/89, 10/92, 4/84, 4/94, 2/96, 5/98, 2/02, 8/07, 5/14, 7/17, 6/21

APPROVED BY: 
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This policy will be provided to newly appointed/assigned workforce members at the time of in-processing and annually with the Performance Evaluation process. County Workforce Members will be required to sign acknowledgment of this policy. Non-County Workforce Members (NCWM) will be provided with the identification badge policy as part of the Comprehensive Policy Statement.

NON-COUNTY WORKFORCE MEMBERS

Non-County Workforce Members must be processed in through the appropriate facility Human Resources (HR) Office and **are not** to work in or be assigned to any Department Health Services (DHS) facility without proper identification and authorization in accordance with DHS Policy 728.000, "In-processing: Prospective Workforce Members."

Any manager/supervisor found to bring aboard any NCWM without a proper agreement/contract will be subject to immediate disciplinary action which may include discharge from County service.

The manager/supervisor is required to ensure the collection of the identification badge from a NCWM when services of the individual are no longer needed.

If the NCWM does not return the identification badge, and/or any other County-issued equipment, the Facility Liaison/Contract Monitor is responsible for working with the contract agency/registry or contractor to retrieve the property. Failure to return the identification badge and any other County-issued equipment may delay processing of final payment for services.

DEFINITION:

Workforce member: Defined as employees, contract staff, affiliates, volunteers, trainees, students, and other persons whose conduct, in the performance of work for the DHS, is under its direct control, whether they receive compensation from the County.

PROCEDURE:

A. General Procedures

1. All hospital staff (i.e., County and Non-County) will be provided a horizontally-designed photo identification badge containing the medical center's mission and vision statements, as well as its logo and the County seal. Where applicable, expiration dates will be assigned. This badge must always be worn while on duty.
2. The badge shall bear the individual's first and last name and vocational classification. No portion of the name (first or last), photo, or vocational classification may be obscured.
3. The badge is to be worn on the outermost garment at chest level or above, "face-side" out, so the workforce member's face and name are visible.
4. Selected Nursing staff on 7 West, 7 East L&D and Level II Nursery will be issued pink badges which designate them as authorized to remove infants from the mother's room or nursery.
5. As part of the security program, hospital staff is requested to approach and question anyone in a work area who is not wearing an identification badge. If the unidentified person does not give a satisfactory response, the hospital staff member should contact the area supervisor. If contacted, it will be the responsibility of the supervisor and the L.A. County Sheriff's Department/facility security to ensure that persons who cannot properly identify themselves and their business be referred away from the hospital.



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6. Upon entry to the hospital, the L.A. County Sheriff's Department/facility security will use magnetometers or metal detectors to screen anyone without a visible identification badge.

B. Identification Badge Replacement Procedures

1. It is the workforce member's responsibility to report any lost or stolen identification badge within five (5) business days to the law enforcement agency having jurisdiction where the loss or theft occurred, or to the L.A. County Sheriff's Department/facility security.
2. Each workforce member will be required to pay for the replacement cost of his/her identification badge if it is lost, damaged, destroyed or not returned. Each workforce member must sign an affidavit attesting to the fact that the identification badge was lost or stolen.
3. Prior to the issuance of a duplicate identification badge, the workforce member must sign an affidavit and provide HR with a copy of the police report, along with the replacement cost of the identification badge.
4. A copy of the affidavit, along with the copy of the police report, will be filed in the workforce member's official personnel/agency file.
5. The replacement fee for a lost or stolen identification badge is as follows:
 - 1st badge replacement: \$25.00
 - 2nd badge replacement: \$50.00
 - All subsequent replacements: \$100.00
6. The medical center's HR Office shall report the loss or theft of the identification badge to the Office of Security Management via a Security Incident Report within 24 hours of notification of the lost or stolen identification badge.
7. Under no circumstances can these procedures be waived.

C. Transfer to Other County Departments

1. When a workforce member transfers to another facility or leaves the department, it is his/her responsibility to return his/her badge to the facility's HR Office. If the badge is not returned, HR will not process the transfer documents until the identification badge is returned, or a copy of the police report, along with an affidavit is submitted.
2. If the identification badge has been lost or stolen, HR shall report this to the Office of Security Management via a Security Incident Report within 24 hours.

D. Terminations

1. When a workforce member terminates County service, it is his/her responsibility to return his/her badge to the facility HR Office. If the badge is not returned, the workforce member must submit a copy of the police report, along with the affidavit. If an employee does not submit either the badge or the copy of the police report and affidavit, the payment of his/her accrued benefits will be withheld up to three months.
2. If a workforce member states that s/he has the identification badge, but refuses to return it, the payment of his/her accrued benefits will not be issued till such time as the identification badge is returned.
3. Human Resources is responsible for reporting the non-return of the identification badge to the Office of Security Management via a Security Incident Report, within 24 hours of being notified the identification badge has not been returned.



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E. Non-compliance

Failure to comply with the provisions of this policy will result in disciplinary action in accordance with the Employee Evaluation and Discipline Guidelines, or in the case of a NCWM, release from County service.

AUTHORITY: County Code Section 5.64.180
County Code Section 5.64.190
County Code Section 5.64.330
County Code Section 5.64.340
County Code Section 6.24.040