

IDENTIFICATION CARDS
PERSONNEL

Effective date: 12/81
Revision date : 04/10
Review date : 08/12

Policy:

Ensure that employees wear LSUHSC Identification Cards at all times.

Prevailing Codes and Standards:

LSUHSC-S Policy

Procedure:

- I. The ID card will be visibly worn with the picture side exposed.

- II. Replacement of Identification Card:
 - A. Request permission from Supervisor to go to UPD and replace ID card.
 - B. University Police Department will replace ID card as needed.
 - C. Charges will be assessed for lost cards.
 - D. Charges will not be assessed for new employee ID cards and the following if original ID card is turned in:
 1. Unserviceable ID card.
 2. Change of department.
 3. Change of job title.
 4. Promotion.