

**OREGON HEALTH & SCIENCE UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
OHSU IDENTIFICATION CARD/ACCESS CARD USE GUIDELINES**

January 2006

I.D. DISPLAY

- OHSU policy requires that all employees, students, faculty, and other affiliates who have been issued OHSU I.D. wear their I.D. visibly at all times while in OHSU facilities or on an OHSU campus
- Items attached or affixed to an I.D. may not obscure the photo or printed information
- I.D. may be *temporarily* covered/removed for specific safety issues only

I.D. CONTROL

- I.D. may not be loaned by the person to whom it was issued to any other person
- I.D. should never be left in an unsecured area where it may be “borrowed” or stolen
- I.D. should never be left in a vehicle/area where there is an undue risk of theft/loss
- Lost/stolen I.D. must be immediately reported to Public Safety (24/7) at 4-7744) so that associated access control rights can be terminated. A replacement I.D. can be obtained, but will require a new I.D. request form
- Damaged I.D. may be replaced at the Facilities Customer Service Center
- Destroyed I.D. must be reported to Public Safety the next business day and a replacement may be obtained, but will require a new I.D. Request form

CARD ACCESS SYSTEM GUIDELINES

- I.D. cards with access system rights should be protected from loss/theft and damage
- Placing holes in an I.D. card in order to attach pins or other items will damage the access control features of the card and prevent it from working
- Access system card readers record ALL access events, including using a card at any reader, whether access is granted or not. Routine usage audits are performed to identify unusual use patterns and unauthorized use
- Access cards must be used at least once every 90 days or access rights will be temporarily suspended. Any use of a card at any reader during a rolling 90-day period will keep the card active
- Problems with access should be immediately reported to Public Safety Dispatch (4-7744)

I.D. CARD PRIVILEGES

- I.D. cards are the property of OHSU and may only be used in the performance of an individual’s official duties/role at OHSU
- I.D. cards must be surrendered upon termination of an individual’s affiliation with OHSU, or upon request of a Public Safety Officer or an OHSU Manager with supervisory responsibility for the person to whom it was issued

Reference Policies & Documents

- Background Check Policy (No. 03-10-011)
 - http://ozone.ohsu.edu/policy/pac/chapt_3/3-10-011.htm
- Visiting Scientists & Other Affiliates Policy (Integrity Office P&P)
 - http://www.ohsu.edu/cc/pandp_vis.shtml
- Privacy Education Policy, Integrity Office Policy
 - <http://ozone.ohsu.edu/cc/hipaa/edpolicy.pdf>
- Sales Representative Policy (Health Care System Administrative Manual Adm. 01.12)
 - <http://ozone.ohsu.edu/HealthSystems/Adm01PtCare/Adm01-12.html>
- Identification Cards Policy (No. 07-90-001)
 - http://ozone.ohsu.edu/policy/pac/chapt_7/7-90-001.htm