

Administrative Policies and Procedures Manual

Section: Security		Index #: IX-200
Subject: Photo and Temporary Identification Badge		Effective: Jul-2001 Revised: Mar-2003 Reviewed: Nov-2004
Issued By: Security Department	Approved By: Senior Management Committee	

PURPOSE

Baycrest has the obligation to provide a safe and secure environment as is reasonably possible.

The photo identification badge allows immediate verification of the status of individuals within the Centre.

Through the identification badge, clients are better able to determine that individuals entering their rooms, accessing their health records and providing care and services are authorized to do so. Other staff can similarly better make this determination.

This policy applies to all employees (including physicians, interns and students) and volunteers.

The policy also applies to all contractors and vendors while visiting and conducting authorized work activity on the Baycrest premises.

POLICY

All employees and volunteers must wear the Baycrest issued photo identification badge at all times while on duty at the Centre.

Short-term employees and students who work at the Centre for less than three months will be issued a Baycrest temporary non-photo badge.

All contractors and vendors must wear a Baycrest temporary identification badge while doing authorized work at the Centre.

The badge is to be worn at front upper body level, with the picture and name visible to others.

Failure to wear the identification badge by employees and volunteers will not be tolerated and progressive discipline shall be taken for repeat offenders. The process may include a suspension and ultimately lead to termination. Loss of volunteer privileges may be a consequence for non-compliance to this policy by volunteers.

Contractors and vendors who are found not wearing their issued identification badge shall not be allowed to conduct further work activities and may be asked to leave Baycrest until they are in compliance.

All employees taking maternity, paternal, extended educational or personal leaves from Baycrest

must return their identification badge to their Manager on the last day before their leave commences. It is the Manager's responsibility to obtain the badge and to hold in safe keeping until the employee returns to work.

Baycrest will assume no liability or responsibility for the use of the badge outside of the Centre's property, unless being worn as part of an individual's authorized work duty.

PROCEDURES

The badge is the property of the Baycrest and must be surrendered on request or at the end of employment, placement or contract.

It is the Manager's responsibility to obtain the leaving person's badge and return in a secure manner other than mail. Employee identification badges are to be returned to Human Resources. Volunteer badges are to be returned to Volunteer Services.

Lost or stolen badges must be immediately reported to one's Manager. The Manager will inform Security Services in a prompt manner.

There is no fee for the issuing of the photo identification badge to new employees and volunteers. A nominal refundable fee is charged for temporary identification badges.

In the event of name, department or title changes, a new identification badge will be authorized by the Human Resources Department at no charge.

The employee, volunteer, or in the case of contractors and vendors, the department, will be charged a replacement fee for lost, damaged or stolen badges.

APPENDIX TO PHOTO AND TEMPORARY IDENTIFICATION BADGE POLICY

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Specific instructions concerning obtaining and returning badges

Photo identification badges are issued by Security Services when presented with the Photo Identification Requisition completed by Human Resources (or Volunteer Services).

Temporary identification badges are issued by Human Resources and other authorized departments.

In addition to authorized departments, temporary identification badges for contractors and vendors working at Baycrest may be obtained through the Main Communication Centre.

To Obtain a Photo Identification Badge or to Replace an Incorrect Badge:

1. Proceed to Human Resources to request a Photo Identification Badge.
2. Human Resources will verify and complete the appropriate requisition.
3. Sign the completed requisition and present to the Security Office located on the 1st floor of the Hospital, as per the day and time on the requisition form.

Volunteers follow the same procedure through the Volunteer Services department.

To Replace a Damaged Badge:

1. Proceed to Human Resources to request a Photo Identification Requisition.
2. Human Resources will complete above requisition after verifying that you qualify.
3. Sign the completed requisition and present it to the volunteer photographer located at the Security Office on the 1st floor of the Hospital, at the Bathurst St. entrance of the Hospital on the designated day and time.
4. Your photo identification badge will be issued to you on the same day.

To Obtain a Temporary Identification Badge: Employees

1. Obtain a signed letter from your Manager at the Centre stating that you qualify for a temporary identification badge.
2. Present the signed letter to the Cashier's Office in Finance on the 2nd Floor of the Hospital and pay the refundable deposit.
3. Present the white and yellow copies of your receipt and a copy of the authorizing letter from your department Manager to Human Resources.
4. Human Resources will complete a Temporary Identification form.
5. Human Resources will attach both white and yellow copies of the receipt and the copy of the letter from the department Manager to the completed Temporary Identification form, and issue the temporary badge. The paperwork will be filed in Human Resources.

To Obtain a Temporary Identification Badge: Students

1. Obtain a signed letter from your Administrative Supervisor at the Centre stating that you qualify for a temporary identification badge.
2. Present the signed letter to the Cashier's Office in Finance on the 2nd Floor of the Hospital and pay the refundable deposit.
3. Present the white and yellow copies of your receipt and a copy of the letter from the Administrative Supervisor to Human Resources.
4. Human Resources will complete a Temporary Identification form.
5. Human Resources will attach both white and yellow copies of the receipt and the copy of the letter from the Administrative Supervisor to the completed Temporary Identification form and issue the temporary badge. The paperwork will be filed in Human Resources.

Certain departments have been authorized to maintain and control the issuing of temporary badges for use by students placed at Baycrest. Security Services is responsible for establishing the authorization. Procedures are department-specific; however, the department assumes full responsibility for the temporary badge and must inform Security Services promptly regarding any lost badges or abuse of badge privileges.

To Obtain a Temporary Identification Badge: Contractors and Vendors

Certain departments have been authorized to maintain and control the issuing of temporary badges for use by contractors and vendors working at Baycrest. Security Services is responsible for establishing the authorization. Procedures are department-specific; however, the department assumes full responsibility for the temporary badge and must inform Security Services promptly regarding any lost badges or abuse of badge privileges.

Temporary identification badges for contractors and vendors may be obtained from the Main Communication Centre. The Communications Attendant will only issue the temporary badge to an

employee displaying an authorized Baycrest photo identification badge. The temporary badge will be date stamped by the Communications Attendant, and only be effective for the date/period identified. The requesting department assumes full responsibility for the temporary badge and must inform Security Services promptly regarding lost badges or abuse of badge privileges. A contractor or vendor found to be wearing an expired temporary badge will not be permitted to continue their work and may be asked to leave Baycrest until the situation is rectified.

To Return a Temporary Identification Badge:

1. Temporary badges are to be returned to the issuing department.

If Human Resources issued the badge:

1. Obtain the white copy of the receipt of deposit from Human Resources.
2. Present the white copy of the receipt of deposit to the Cashier's Office in Finance on the 2nd Floor of the Hospital to obtain initial deposit.

To Return a Photo Identification Badge:

1. Employees and Volunteers are to return their Photo Identification Badge to their department Manager at the end of their last day of work.
2. The department Manager will send the returned photo identification badge to Human Resources (or Volunteer Services) in a secure manner other than mail.

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