

Contractor Identification Badge Program

I. Introduction

It is the intent of Creighton University to provide a safe environment for all students, faculty, staff and visitors. Towards this end, the University is committed to: eliminating the perception and associated reality concerning non-affiliates accessing personal workspaces and living areas; increasing accountability of contractors moving about the University; giving the students, faculty, and staff a greater impetus to call attention to suspicious persons; and encouraging members of our community to verify non-affiliates before allowing them access to personal space.

II. Purpose

The purpose of this policy is to provide an identification system that effectively and efficiently identifies any outside company or individual performing work in buildings or spaces owned or leased by the University. Proper identification of individuals on University property provides a safe and secure campus environment for the University community.

III. Scope

This applies to all contractors or providers of goods and/or service to the University community.

IV. Procedures

A. There are two types of contractor identification badges.

1. Photo ID Badge: A supplier who either has a signed long term contract or service agreement with the University or a supplier who performs routine work will use the photo ID badge. The supplier is responsible for the cost of the badge(s) needed.

Security access levels have been established as follows with most contractors in levels I and II. Level III assignments are restricted for emergency service only:

- a) Contractor I: gate arm access only 24 hours a day 7 days a week, 365 days a year.
 - b) Contractor II: gate arm access 24 hours a day 7 days a week, 365 days a year and campus building access Monday through Friday 6:00 a.m. to 6:00 p.m.
 - c) Contractor III: gate arm access and campus building access 24 hours a day 7 days a week, 365 days a year.
2. Sign-Out Badge: This badge is used for suppliers who need access to campus buildings or property but who not routinely on campus. The supplier the badge was last checked out to is responsible for the cost of the badge if it is not turned back into Facilities Management.
 3. The cost per badge is \$5.00 each for mag stripe or \$10 each for prox.

B. General Requirements

1. Contractors are required to wear their badges when on University property.
2. Badges must be worn in a location that can be easily viewed. You may choose to use a lanyard or vinyl clip, depending on your situation.

C. Photo ID Badge

1. All photo ID badges will have an expiration date not to exceed one calendar year. If the badge expires, access to Creighton University facilities will be denied.
2. Notify Trunk Hansen in Planning and Design at Facilities Management by email trunk@creighton.edu or by fax 280-2691 when you need to renew or replace your photo ID badge.
3. Notification will be sent from Facilities Management to Card Services with the company name, the persons name badge is being issued to and the level of access being granted. The person will need to go to Card Services and pay the fee at the time they receive the badge.
4. When the contractor goes to Card Services they must present a valid driver's license or a picture identification to obtain their card.
5. Should an employee terminate it is the company's responsibility to notify Trunk Hansen immediately so their privileges can be terminated. The company must still return the badge to Facilities Management for proper disposal.

D. Sign-Out Badge

1. The sign-out badge is for check out use only Monday through Friday from 7:00 a.m. to 4:00 p.m.. Badges are to be checked out at the front desk of the Facilities Management office located at 723 North 18th Street.
2. At the time of signing out a badge the contractor must present a valid driver's license or a picture identification to obtain the badge.
3. Badges must be returned daily by 4:30 p.m. to Facilities Management.