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Owner Robert Taylor: VP
HR & Labor
Strategy
Area Human
Resources
Applicability Jefferson
Enterprise-Wide

Photo Identification Badges, 200.30

PURPOSE

Photo identification badges are mandatory in order to assure a safe and secure campus environment. They also provide evidence of employment or enrollment and identity, compliance and access.

POLICY

The Jefferson photo identification badge is the official identification badge. The badge is a multi-functional card with digitized photo, electronic identification and validation for departments needing to verify student and/or personnel status. The badge serves as a platform for identity, compliance, and access as well as other campus-related services and functions. The badge is the property of Jefferson and is governed by the policies and procedures set forth by Jefferson.

Photo identification badges may not be altered or used to display emblems or stickers in any way that obscures the person's photograph or printed information on the badge. The badge is not transferable and is not permitted to be used by anyone other than the issued badge holder.

Unauthorized use, sharing, alteration or duplication for any purpose will result in immediate confiscation of the badge and may result in disciplinary or legal action.

Individuals must visit their division or campus photo identification center to have their photo taken and receive their badge. Badges cannot be mailed (distance learning students may be issued a photo identification badge at the discretion of the organization) and cannot be issued to another person on the badge holder's behalf. Photo identification badges will only be issued when the individual's identity is confirmed by a valid government issued photo ID (i.e. Passport, Driver License/State ID Card, and Military ID)

The badges will be printed with the employee's photo and name. Applicable regulations mandate that the

photo identification badge of anyone providing direct patient care must also display the title on the front of the badge. For the purposes of this policy, a direct caregiver is anyone involved in actual delivery of health care services or assistance with activities of daily living to a consumer or patient. For non-physicians in clinical departments, badges will be printed with the employee's first name and first initial of their last name

Direct caregivers will have their degree/licensure and caregiver title (i.e. physician, registered nurse) listed on their identification badge.

As this is an identification badge, full facial photographs are required. Individuals are not permitted to wear any article of clothing or eyewear that obscures facial features.

Access to buildings and campus areas is controlled by the Campus Security Department. Dependent upon location, photo identification badges are required to be visible, swiped, or tapped to gain access. Health System personnel must display their badge on an area of the body above the waist and face-side out while on Jefferson owned or operated premises. Security Officers may stop and question students or personnel not displaying the photo identification badge or ask to inspect the badge. Non-compliance may result in removal from the premises.

Colleges and Department Heads are responsible for insuring compliance with this policy for all those within their operating areas.

All aspects of this policy will be applied in a manner consistent with applicable local, state and federal laws. Accommodations will be provided as required and allowed by applicable law.

Approval Signatures

Step Description	Approver	Date
Approver	Tiffany Tongue: Senior HR Business Partner	06/2025

Applicability

Jefferson Abington Hospital, Jefferson BMT and Cellular Therapy Program, Jefferson Bucks Hospital, Jefferson Dept. of Family and Community Medicine, Jefferson Einstein CenterOne, Jefferson Einstein Endoscopy Center Blue Bell, Jefferson Einstein Medical Center Montgomery Short, Jefferson Einstein Montgomery, Jefferson Einstein Philadelphia, Jefferson Einstein Willowcrest, Jefferson Enterprise, Jefferson Frankford Hospital, Jefferson Health Plans, Jefferson Health Urgent Care Centers, Jefferson Lansdale Hospital, Jefferson Magee, Jefferson Medical Group, Jefferson Moss, Jefferson New Jersey, Jefferson Surgical Center, Jefferson Torresdale Hospital, Jefferson University Health Neurobiorepository, Jefferson University Hospital - Labs, Jefferson University Hospital - Walnut Home, Sidney Kimmel Cancer

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