

**ACCESS BADGE POLICY**

*Approved by Administrative Council: 4/30/2018*

*Effective date: 7/1/2018*

**Policy**

Roseman University employs an access badge system on all campuses for the safety of students and employees. Badges identify persons on campus, protect patient and student privacy, and foster the habit of wearing identification, a requirement of all healthcare facilities. Badges limit unauthorized individuals from occupying the campus and assist campus security guards in keeping buildings secure. Roseman University is committed to campus safety and security. The main goal of this policy is safety and professionalism.

All perimeter doors and select interior doors are equipped with hardware to limit access to only those with properly credentialed access cards. The main reception entrance doors of the main buildings will remain unlocked during normal business hours. Students should not use the main entrance but should instead access the buildings through designated student doors. For security purposes, students are not to hold doors open for other individuals trying to enter the building without a badge.

Roseman University requires badges be **worn and visible** at all times while on campus. Any student or employee not wearing an access badge will be asked to show and wear it.

If an employee or student is not wearing an access badge, security will be authorized to do the following:

- Ask the employee or student to wear badge. If the individual does not have his/her badge available, security will require the individual to:
  - Return to their car or home to retrieve their badge; or
  - Provide legal identification in order to obtain a temporary badge from the Library (students), the MBA/CODM receptionist (students), or Human Resources (employees) that must be returned within one (1) business day or the holder will be fined \$15 and the temporary badge will be deactivated; or
  - Provide legal identification in order to obtain a replacement badge from Facilities, if the original has been lost, for a fee of \$15 or prevailing fee to replace lost badge.

If an individual refuses to comply with one of the above, he/she will be escorted off campus by security. The appropriate academic program will be notified if a student is removed from campus. The appropriate supervisor will be notified if an employee is removed from campus.

Security will track habitual offenders and students will be referred to Deans/Program Directors. Employees will be referred to the appropriate Unit Head.

Visitors (Does not include patients and those accompanying patients or event participants)

All visitors must check in at the main entrance of the building and obtain a visitors badge from the receptionist. The visitor badge must be **worn and visible** during their stay. Visitors and



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other non-employees should not be allowed entry into any building through doors other than the main entrance. **All visitors must be accompanied by a Roseman employee or student at all times while on campus.**

Any questions regarding badge access should be referred to the Facilities Management Unit.