I. Purpose

The SMPH photo identification badge and security access systems are intended to (1) enhance security and ensure that those individuals in SMPH-controlled Facilities are an authorized part of the SMPH Workforce and (2) ensure that SMPH Workforce members are in compliance with the applicable requirements of non-SMPH-controlled Facilities.

II. Definitions

Wiscard: The official UW-Madison identification card, issued to all faculty, staff, and students by the central campus Wiscard office.

SMPH Workforce: SMPH faculty, staff, employees in training, individuals with zero-dollar appointments, students enrolled in an academic program administered by SMPH, and any other individuals working and providing services to SMPH in SMPH-controlled Facilities.

SMPH-controlled Facilities: Facilities owned by, leased by, or otherwise assigned to SMPH. Currently controlled facilities will be documented on the SMPH Facilities webpage.

III. Policy

1. The Wiscard will serve as the official identification badge for the SMPH Workforce.

2. SMPH Workforce members shall display their Wiscard when present in SMPH-controlled Facilities. SMPH Workforce members shall also display their Wiscard at UW Health-controlled facilities and other non-SMPH-controlled Facilities at which the SMPH Workforce member provides services (e.g., Meriter) unless they are displaying an identification badge issued UW Health or the other non-SMPH-controlled Facility.

3. The Wiscard shall be visible and displayed at chest-high level.

4. Tape, stickers, pins, holes, or any other alteration of the Wiscard are not permitted, unless authorized by the SMPH Facilities in writing. Cafeteria discount stickers provided by SMPH are authorized by the SMPH Facilities.

5. An individual’s Wiscard may not be loaned to another person for their use.

6. The Wiscard will serve as an electronic access card for access to those areas of SMPH-controlled Facilities that have electronic badge access control. Policies and procedures for establishing
access rights to SMPH-controlled Facilities are covered under the SMPH Building Security and Access policy.

7. All staff, including UW - Madison Police Department Security Officers, are authorized to request appropriate identification from any person at any time.

IV. Procedures

1. Procedures for obtaining and replacing Wiscards are managed by the UW Wiscard office.

2. Departments/units, through their regular human resources process, are responsible for notifying SMPH Security when an individual has reached their end of appointment or their access to the facility should be suspended (e.g., termination, disciplinary suspension), by calling Security at 608-890-1171 or emailing security at hscsecurity@mhub.uwpd.wisc.edu.

3. Failure to comply with this policy may result in disciplinary action consistent with UW-Madison and SMPH policy.

V. References

UW – Madison Wiscard Office
http://wiscard.wisc.edu/

SMPH Facilities Operations and Procedures Webpage
http://intranet.med.wisc.edu/facilities/operations-and-procedures/30713

UW – Madison Police Department
http://uwpd.wisc.edu/

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