

CU ANSCHUTZ MEDICAL CAMPUS GENERAL ACCESS CONTROL **BADGE INFORMATION**

OBTAINING YOUR BADGE

AT LEAST ONE (1) DESIGNATED APPROVER HAS BEEN ASSIGNED PER DEPARTMENT THAT PERSON IS RESPONSIBLE FOR SUBMITTING A REQUEST TO US ON YOUR BEHALF

After we have processed your information, you will receive an email asking you to schedule an appointment to obtain your badge.

In order to receive your badge, you must present either a U.S. State issued driver's license, State I.D., Passport, or U.S. Military I.D. Please remember that we cannot accept photo identification that is not accepted for federal identification purposes.

You have 90 days from the date of your notification to schedule or come into the badge office for your badge. After 90 days, if you have not obtained your badge, your Approver will need to provide us with a new badge request.

USING YOUR BADGE

FOR IDENTIFICATION:

Your badge is a photo identification card that helps inform security and others that your presence is authorized on campus. **University policy requires AMC Faculty, Staff, Students, Contractors/Vendors and Affiliates to wear their badges (visible between the neck and waist) while on campus.** Failure to do so may result in denial of services.

Immediately report a lost or stolen badge to the Security Badging Office (SBO) Monday – Thursday 8:00am – 4:00pm and on Fridays 8:00am – 12:30pm, or contact University Police Dispatch outside of SBO hours at 303-724-4444, so that we can deactivate the missing badge until you find it or we can replace it. You are prohibited from loaning or borrowing badges, admitting unauthorized personnel or gaining unauthorized access to campus facilities. Our software tracks the usage of a person per the badge being utilized. Therefore, if there is a violation of security within an area, the owner of the badge used could be held accountable.

If you transfer to another school or department on the Anschutz Medical Campus, you must notify the SBO and follow procedures to obtain a new badge. Your previous access will be removed unless they are reauthorized. Your badge is University property and must be returned to the SBO upon leaving the University.

FOR LIBRARY MATERIALS ACCESS:

Your badge can be used at the Health Sciences Library to gain access, if afforded a general clearance, and check out publications and other reference materials.

FOR PHYSICAL ACCESS:

Your badge provides documented physical access to secured doors and gates in AMC buildings and other areas throughout campus. Some exterior and interior doors are always locked, while others are locked only during certain non-business hours. When locked, most doors/gates can be accessed only by using a badge that has been programmed to open them. If your badge is programmed with the appropriate access, you should hear a beep and/or see a green indicator light as you scan the badge within one inch of the card reader surface (rectangular panel located near the door or gate). Your badge

*SECURITY BADGING OFFICE
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS*

swipe will unlock the door/gate for about 5 seconds. Do not prop or hold open the electronically controlled doors for more than a few seconds (this will trigger an alarm and/or response from security).

In the event of a card or card reader malfunction, please contact the badge office during business hours [see above] or police dispatch after hours at 303.724.4444.

To arrange badge access to parking areas, you must contact the Parking Office [303.724.2555], located in the west end of the café on Floor 1 [one level above ground] of Building 500.

For all other secured areas, approval from each area's designated Approver must be obtained in advance. You or your Approver may coordinate with this individual to obtain the temporary or permanent access you need. We will then add the access to your badge electronically.

SAFEKEEPING & RETURN:

You are fully responsible for the safekeeping and proper use of your badge; this includes observance of the following precautions and guidelines:

- Shield from heat and any exposure that causes damage.
- Do not puncture, pierce, cut or bend.
- Do not, under any circumstances, allow use by others.
- Your badge belongs to the CU ANSCHUTZ MEDICAL CAMPUS Police Department; you must return it to the Security Badging Office before we can issue a replacement or upon termination of employment.

REPLACING YOUR BADGE

Each replacement for a lost badge or damage due to negligence will cost \$14.00. Payment may be made by cash, check or Visa/Master Card. If a previous badge is not returned, it will be considered lost and there will be a replacement fee charged.

NO REPRINT CHARGE IS ASSESSED FOR THE FOLLOWING:

- Replacement due to a change in title, status change, name, department or credentials
- Reprint due to a new/extended expiration date.
- Or a defective or failed badge.

For College Pass [Student] replacement is \$20.00.

RECEIVING YOUR BADGE

By taking possession of your badge you confirm that:

- All information printed on your badge is correct. You must contact the SBO if any of the information changes.
- I will abide by the terms and conditions set forth above and I understand any violation of those terms and conditions may result in revocation of card access privileges; adverse administrative actions (including termination of employment, affiliation or student status); and/or criminal prosecution, if a crime has been committed.

*SECURITY BADGING OFFICE
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS*

SECURITY BADGING OFFICE CONTACT INFORMATION

Mail Stop F506
Building 500 [Q20]
13001 East 17th Place, Room N1207
Aurora, Colorado 80045
Phone: 303.724.0399
Fax: 303.724.1352

Email: security.badgeoffice@ucdenver.edu

Office Hours: Monday-Thursday 8:00 a.m. – 4:00 p.m. & Friday 8:00 a.m. – 12:30 p.m.

Webpage: <http://www.ucdenver.edu/about/departments/UniversityPolice/BadgingSecurityServices>
24/7 Police Dispatch Phone: 303.724.4444 (or extension 4-4444 from any campus phone)

