

OBTAINING YOUR BADGE

At least one (1) designated Badge Approver has been assigned per department. That person is responsible for submitting a request to the Security Badging Office (SBO) on your behalf.

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

In order to receive your badge, you must present either a U.S.-State issued Driver's License or Identification Card, U.S. Military ID/CAC Card, U.S. Permanent Resident Card, U.S. Employment Authorization Document (Card), U.S. Passport Book or Card, or a valid foreign issued Passport.

You have 30 days from the date of your notification to schedule a badging appointment or stop by the SBO for your badge. After 30 days, if you have not obtained your badge, new paperwork is required from the designated approver before you will be able to obtain your badge.

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 all CU Anschutz badged personnel 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 your missing badge can be deactivated 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 is also prohibited. 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 CU Anschutz Campus, you must notify the SBO and follow procedures to obtain a new badge. Your previous access will be updated. Your badge is property of CU Anschutz and must be returned to the SBO upon separation from the University.

FOR LIBRARY MATERIALS ACCESS:

Your badge may be used at the CU Anschutz Health Sciences Library to check out publications and other reference materials.

FOR PHYSICAL ACCESS:

Your badge provides documented physical access to secured doors/gates in CU Anschutz buildings (including the Health Sciences Library) and parking lots. 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 light indicator on the card reader as you scan the badge within an inch of the card reader surface (rectangular panel located near the door or gate). Your badge 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 as this will trigger an alarm and/or response from University Police.

In the event of a card or card reader malfunction, please contact the badge office during business hours 303-724-0399 or police dispatch after hours at 303-724-4444.

To arrange badge access to parking areas, you must contact the Parking Office at 303-724-2555, located in the west end of the food court on Floor 1 [one level above ground] of the Fitsimons Building.

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. After approval is obtained, access will be added to your badge.

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 the badge from heat and any exposure that causes damage.
- Do not puncture, pierce, cut or bend your badge.
- Do not, under any circumstances, allow use of your badge by others.
- Your badge belongs to the University 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:

Replacement fee for a lost or damaged badge (due to negligence) is \$20.00.

The Security Badging Office accepts only MasterCard and Visa.

NO REPRINT FEE FOR THE FOLLOWING:

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

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.
- You will abide by the terms and conditions set forth above and understand that any violation of these 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.



UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS POLICE DEPARTMENT SECURITY BADGING OFFICE

HOURS:

MONDAY THROUGH THURSDAY

8:00 AM – 12:30 PM

1:15 PM – 4:00 PM

FRIDAY

8:00 AM – 12:30 PM

CONTACT INFORMATION:

Fitzsimons BUILDING ROOM

N1207 MS# F506

13001 E. 17TH PLACE AURORA,

CO 80045

303.724.0399

(FAX) 303.724.1352

security.badgeoffice@cuanschutz.edu



University of Colorado
Anschutz Medical Campus



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