

Revised Policy Restricts Use of Consultant ID Badges

(Oct. 17, 2002) A Human Resources policy change that restricts the use of consultant identification badges is intended to tighten security at MTA facilities.

Until recently, consultant ID badges were issued at the request of department heads to vendors and consultants who made frequent visits to MTA facilities or had offices at MTA. With the badges, they were not required to check in with security.

The revised policy, HR 4-5, describes a consultant as one "who frequently utilizes MTA/PTSC facilities and requires telephone and (computer) network access." Vendors no longer will be issued ID badges.

Under new security procedures at MTA Headquarters, vendors and consultants without badges will be required to check in at the security desk where they will be issued visitor passes. Security officers also will closely monitor consultant badges and will confiscate expired badges.

Project managers will be responsible for notifying MTA security and the managers of operating divisions and other field locations when a vendor or consultant visit is planned. The vendor or consultant must check in with the property manager on arrival.

Executive officers or general managers – not department heads – now must authorize the request before an ID badge is issued to a consultant. [Click here](#) for the revised HR 4-5 policy on the MTA Intranet.

"The consultant badges had been used for anything under the sun," says Emily Matias, the senior HR analyst who oversees the policy and issues ID badges. "All kinds of vendors had them because they didn't want the hassle of going through security."

Matias notes that MTA's Ethics Department also must review consultant ID badge requests for possible conflict of interest. Some may be required to complete a Form 700 Conflict of Interest Statement.

Supervisors are responsible for collecting ID badges and notifying the Ethics Department when a consultant's project or employment is completed. MTA will charge a \$25 fee for failure to turn in an ID badge. Consultant ID badges cannot be used as fare media on the Metro system.

Human Resources has provided an on-line form for requesting a consultant ID badge. The form includes sections to be completed by the requesting department, by MTA Ethics and by HR.

[Click here](#) to access the on-line Identification Badge Request for "Non-Employees form" on the Human Resources site on the MTA Intranet.

[Back to Bulletin Board](#)