



Employee ID Badge and Access Card Entry Acknowledgement of Responsibilities

The use of this identification badge (ID) and access card has responsibilities for both the holder of the ID as well as all other County/Court employees. This ID allows you access to authorized locations, as defined by your Department Head or their designee. It also provides employees with knowledge of who is authorized to be in secure locations by easily identifying the holder of an ID, and the authorizing department. The ID is acknowledged as being held by authorized persons and unauthorized use of the ID, or lending of the ID, is prohibited.

Additionally, many access cards will provide direct (cardkey) access through selected doors, at pre-defined times, using card readers. The access cards hold a unique code that is programmed to specific access points, as authorized by Department Heads or their designee, providing access to the holder by placing the access card near a card reader. The reader will send a signal to the controller and unlock the door for those authorized users. Each use of the access card is recorded in a database in order to monitor the use of these access points. Therefore, the loss or potential loss of an access card must be immediately reported, so the access card can be removed from the system, preventing an unauthorized user from gaining access. Please contact Community Services at IDBadges@washoecounty.gov or call 775-328-3600. If the access card is later found, it might be possible to reinstate the card.

Each employee is responsible for safeguarding his or her own access card and ID badge, and any lost identification cards must be reported immediately to his/her supervisor. A lost ID badge and/or access card may be replaced without charge on a one-time basis only. All subsequent replacements of lost access cards or cards damaged by negligence will result in a charge of \$15.00 to the employee and/or department.

By signing this form, you acknowledge and agree to wear the ID badge during work hours and when doing County business in County facilities and understand that you will be sent home to retrieve your ID badge, if forgotten. You further acknowledge and agree to properly use this ID badge and access card, that the ID badge and access card belongs to Washoe County, and when a person's employment status changes making the current use of this ID badge and access card unauthorized, both the ID badge and access card will be surrendered.

Name of Employee (Please print)

Date

Signature of Employee



Employee ID Badge and Cardkey Entry

COMMUNITY SERVICES DEPARTMENT

Washoe County ID Card Issuance Form

Please complete the required fields, below:

(Select One) Employee Intern Contractor Volunteer

* = Required fields (Additional fields may be required by your department head. Please see your HR Rep.)

*Name (Please Print)

*Work Phone #

*Department

*SAP Number

(i.e. Community Services, Family Court, Health Dept, etc.)

Access Information

(to be completed by Management)

*Requested Door(s) Access

Set up like

(another employee)

*Requested Days of Access

*Hours of Access

*HR Representative

*Phone #