



WASHOE COUNTY

Department of Public Works

"Dedicated to Excellence in Public Service"

DAN St. JOHN, Public Works Director

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Employee ID Badge and Cardkey Entry Acknowledgement of Responsibilities

The use of this identification card (ID) 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 IDs will provide direct (cardkey) access through selected doors, at pre-defined times, using card readers. The ID 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 ID 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 ID is recorded in a database in order to monitor the use of these access points. Therefore, the loss or potential loss of an ID must be immediately reported so the ID can be removed from the system preventing an unauthorized user from gaining access. If the ID is later found, it might be possible to reinstate the ID.

Each employee is responsible for safeguarding his or her own ID Badge, and any lost Identification Badge must be reported immediately to his/her Supervisor. A lost ID Badge may be replaced without charge on a one-time basis only. All subsequent replacements of lost badges or badges 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 during work hours and when doing County business in County facilities and understand that you will be sent home to retrieve your badge if forgotten. You further acknowledge and agree to properly use this ID, that the ID belongs to Washoe County, and when a person's employment status changes making the current use of this ID unauthorized, the ID will be surrendered.

Name of Employee (Please print)

Date

Signature of Employee

Public Works Use ONLY

Card # _____

Card Code # _____

Hotstamp

JPEG # _____

Washoe County ID Card Issuance Form

Issuance Procedure:

1. County/Court Department Supervisors will have employees bring this form, along with the Employee ID Badge and Cardkey Entry Acknowledgement of Responsibilities form, to the **Public Works Department** or have employees bring them to their appointments.
2. The forms will be compiled by Public Works, who will check each form for complete information. The forms must have all required fields complete: Department name, Department HR Rep or contact regarding ID Badges, and the signatures of the Department Head or designee, supervisor, and employee.
 - a. If any required information is missing, Public Works will return the forms and ask that they be completed before an ID Badge is issued.
 - b. The original will be filed in the Public Works department file cabinet.
3. The following information **must** be provided for issuance of an ID Card.

(Circle One) **Employee** **Intern** **Contractor** **Seasonal Employee** **Volunteer**

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

*Name (Please Print)

*Work Phone #

*Department (i.e. Public Works, Family Court, Health Dept, etc.)

Height

Weight

Hair Color

Eye Color

Date of Birth

Place of Birth

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 #

*Supervisors Signature

*Phone #

*Department Head or Designee Signature

Employee Leave or Termination:

1. When an employee leaves or is terminated, it is the responsibility of the department supervisor to notify Public Works. This can be accomplished via email, written letter, or phone call. The ID card will be de-activated within 24 hours of receipt.
2. The original document will be filed in the Public Works department file.