

# *CITY OF FOND DU LAC*

<b><i>ACCOUNTABLE DEPARTMENT</i></b>	HUMAN RESOURCES
<b><i>POLICY TYPE</i></b>	SECURITY
<b><i>POLICY TITLE</i></b>	IDENTIFICATION BADGES, KEYS, AND ACCESS CARDS
KEY WORD(S)	
REFERENCE	
ORIGINAL DATE	May 2008
REVISION DATE(S)	July 2019

I. PURPOSE

To maintain a safe and secure workplace to protect City staff, visitors and assets by ensuring the proper usage of identification badges, keys and access cards.

II. POLICY

This policy defines how City of Fond du Lac employees and contractors of the City of Fond du Lac will assist in maintaining security through the proper use of access cards, keys or identification badges.

A. Definitions

- **Identification Badges** – a plastic card the same size of a credit card that identifies the person to whom it was assigned. The identification badge may be combined with the access card to serve both functions or be issued as a separate card. Cards issued to employees will include a photograph of the employee, their first and last name, department, and City of Fond du Lac logo; however, City Police and Fire Department logos and the Chief’s signatures will be placed on their identification badges and/or access cards for purposes of quick visual identification.
- **Keys** – a metal key provided as a means of entry designed to open or close a lock in restricted areas.
- **Access Cards** – an electronic key card/fob, which allows access to restricted areas. Access cards add more security options than keys through programming that can restrict access by both location and time, and maintain a record of the location and time the access card is used. Access cards allow entry by presenting the card in close proximity of a card reader.

B. General Responsibilities

- City of Fond du Lac Employee Identification badges will be issued and maintained by the Human Resources Department.
- Facility keys will be issued under the direction of the Department Director. Keys required for facilities will be issued and managed by the departments themselves.

- Access cards will be issued by Human Resources under the direction of the Department Director. Access cards will be managed by individual departments, Human Resources, and ITS.
- Access cards, keys and identification badges will be issued directly by, and returned directly to, authorized personnel. The person receiving the access card, key or identification badge will sign a form indicating that they have received the item and assume full responsibility for the proper use of it (this form will be provided and will require a signature at the time of issue).
- Department Heads or their designee(s) are the only staff with authorization to request an access card, key or identification badge, request modifications, or to request the deletion of an access card for an employee or outside contractor within their department.
- Identification badges will be issued through the Department of Human Resources. **Identification badges are to be worn at all times** unless in City uniform.
- Identification badges, keys, or lost access cards are to be reported immediately to the employee's supervisor who will contact the issuer. Waiting to report identification badges, keys or lost access cards allows for a greater potential for security to be jeopardized.
- Each identification badge, key or access card that is issued will require a signature by the person holding responsibility for the usage of the identification badge, key or access card. It should be understood that the identification badge, key or access card shall only be used by the person who signed for them.
- At times it is necessary that keys or access cards be issued to contractors to perform work within a City of Fond du Lac facility. Upon completing the request form, keys will be issued directly by the department head and access cards may be obtained from Human Resources. Access cards will be issued to the department head or designee who submitted the request. It is the department head's or designee's responsibility to inform the contractor of the key or access card terms, to ensure proper usage and to ensure the key or access card is returned.
  - Contractors with short-term work are to pick-up and return the access card daily from the department head or designee they are doing City business with. A contractor is never to leave City of Fond du Lac premises with an access card without prior approval of the department head or designee.
  - Contractors with long-term contracts who return on a daily, weekly or monthly basis may be issued access cards for the duration of the contract. For example, this may be necessary when work is to be completed on an ongoing basis. Cards are to be returned to the department head or designee they obtained the access card from at the termination of the contract or when no longer required.
- Tampering or duplication of any component relating to any City of Fond du Lac security system, access cards, keys or identification badges may result in disciplinary action, up to and including termination of employment.

### III. PROCEDURES

#### **To request, modify or return an identification badge, key(s) or access card:**

The employee's department head or designee shall complete the identification badge, key, and access card request form located on the Intranet. Requests for an identification badge or access card shall be submitted to Human Resources. Requests for keys shall be submitted to and maintained by the respective department head. If the request for access is to a location other than the employee's department in which they are employed, authorization from that department head shall be obtained prior to issuance of the key or access card.

- Keys will be cut and issued by the department head or designee that submitted or received the request.
- Access cards will be issued by Human Resources and delivered to the Department Head or designees that submitted the request.
- Identification badges with breakaway lanyards and/or clips will be prepared and sent to Department Head/Division Head from the Human Resources Department. If an employee photo has not been previously taken or is outdated, a new photo will be taken. This photo will be placed on the front of the identification badge.

Identification Badges, keys, and access cards will be returned to the employee's immediate supervisor upon transfer to another department, termination or retirement. The supervisor will then return the identification badge and/or access card to the Human Resources Department. A new request form will need to be completed if the employee's job title or department changes or if a photo becomes outdated.

**ACKNOWLEDGEMENT OF RECEIPT  
AND UNDERSTANDING OF CITY OF FOND DU LAC  
ISSUED IDENTIFICATION CARDS, ACCESS CARDS  
AND KEYS**

I \_\_\_\_\_, hereby acknowledge receipt of:

- City Identification Badge # \_\_\_\_\_
- City Access Card # \_\_\_\_\_
- City Key(s) # \_\_\_\_\_
- Sworn Police Identification Cards

I understand that this identification card, access card and/or key(s) have been issued to me for the purposes of my employment. I understand and agree that the card(s) or key(s) will be used only for my employment with the City and for employment-related purposes.

I acknowledge my access card and/or identification card must be in my possession with photo visible at all times (unless in City uniform) during working hours and I agree that I am responsible for any use of my card(s) and/or key(s). I understand that access cards and keys are an integral part of security for City facilities and, as such, agree that allowing others to use my card or key or allowing others unaccompanied access or unauthorized access to any secured area is prohibited.

I further agree that if I lose my identification card, access card and/or key(s), I will immediately report the lost card(s) or key(s) to my supervisor and will make a written request to my Department Director for authorization of a replacement.

I acknowledge that malfunctions of the access card shall be reported immediately to my immediate supervisor.

I acknowledge that I must use my City issued identification card, access card and key(s) in accordance with all City of Fond du Lac policies.

I understand that failure to comply with the provisions outlined herein may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date