

## **POLICY 709 IDENTIFICATION, KEY CARDS AND COURTHOUSE SECURITY**

**1. Purpose.** To provide a safe and secure workplace for the public and all County staff, photo identification cards (ID cards) or key cards are issued to all Eau Claire County employees. The ID and key cards serve to identify those who work for the County and in County buildings.

**2. Responsible Party:** Administration

**3. Definitions.**

3.1 Identification Card (ID Card). A hard-plastic card used to identify employees of Eau Claire County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name.

3.2 Key Card. A hard-plastic card used to identify employees of Eau Claire County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name. Key cards are differentiated from ID cards in that they are programmed to allow authorized employees access to designated Eau Claire County buildings and facilities outside of normal working hours or areas that are secured during normal working hours.

3.3 Courthouse Security ID and Key Card Review Committee. A Committee appointed by the Courthouse Security and Facility Committee which primarily consists of the County Administrator, Jail Captain, Human Resources Director (or designee) and Information Systems Director. Depending on the request, others may be asked to attend the meeting. This Committee meets as needed to review all requests for exceptions to the approved parameters for issuing Identification Cards, Key Cards, and granting access to locations secured by the Key Card Security System.

3.4 Second Floor Screening. The second floor of the Courthouse to include all court related offices and functions. There is a screening process for people entering the floor. See section 8.0 for more information

**4. Policy.**

4.1 Human Resources or the Sheriff's Office will photograph each new employee and issue an ID or key card to each new employee on the first day of employment.

4.2 Employees and non-employees must sign the Identification/Key Card Policy Acknowledgement Form prior to receiving their ID or key cards.

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- 4.3 The ID or key card must be carried at all times and be visibly displayed at waist height or above unless doing so risks personal safety.
  - 4.3.1 Department heads may temporarily suspend the requirement for an employee to display the ID or key card if there is a significant chance of loss due to the nature of the work being done.
- 4.4 Employees will not give or lend their ID or key card to another individual.
- 4.5 Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action by the County.
- 4.6 Cards may also be issued to non-employee persons participating in special programs sponsored by the County and will be issued to all elected officials serving Eau Claire County.

## **5. Key Cards.**

- 5.1 Regular Employees.
  - 5.1.1 All regular employees will be issued a key card through either the Human Resources Department or Sheriff's Office.
  - 5.1.2 Even if not a County employee, all paid employees of the following agencies will be issued a key card through either the Human Resources Department or Sheriff's Office:
    - 5.1.2.1 Try Mediation
    - 5.1.2.2 City/County Health Department
    - 5.1.2.3 City of Eau Claire Police Department
    - 5.1.2.4 State employees working in the District Attorney's Office and Circuit Court
  - 5.1.3 Key cards will be programmed to allow employees into areas within the control of their respective department heads and/or work requirements.
    - 5.1.3.1 Requests for access to areas outside the control of the areas of their respective department heads will require review and approval by the Courthouse Security ID and Key Card Review

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Committee. A “Request for Courthouse Building Access” form must be completed and submitted to the Human Resources Director to be placed under consideration at the next regularly scheduled meeting of the Courthouse Security ID Card Review Committee. Incomplete requests will not be considered.

- 5.1.4 Employees will not use a key card to allow an unauthorized person entry or exit from County buildings or other County property.
- 5.1.5 Employees are allowed to access the second floor of the Courthouse as permitted by their key card. Employees shall not allow any persons, clients or relatives access to the second floor during working hours unless screened or given approval by a bailiff for special reasons. Employees are not permitted to allow access to non-employees during non-working hours.

## 5.2 Non-Employees.

- 5.2.1 All non-county employees approved for an ID card will not be provided key cards or access to locations secured throughout the courthouse by the Key Card Security System.
- 5.2.2 Department heads may request review and approval by the Courthouse Security ID and Key Card Review Committee for a key card to be issued to a non-county employee. A “Request for Courthouse Building Access” form must be completed and submitted to the Human Resources Director to be placed under consideration at the next regularly scheduled meeting of the Courthouse Security ID Card Review Committee. Incomplete requests will not be considered.

## 6. Replacing Lost or Damaged Cards.

- 6.1 Employees will contact Human Resources immediately to replace lost, stolen or damaged ID or key cards. Human Resources will issue a replacement ID or key card only with approval of the employee’s department head.
- 6.2 If the ID or key card should become damaged or lost, one new ID or key card will be issued by Human Resources per calendar year at no charge.
- 6.3 If the second ID or key card issued is damaged or lost within the calendar year, the employee will be charged \$10 for a replacement ID or key card.

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- 6.4 If, at no fault of the employee, a key card should stop working, Human Resources will issue a new card to the employee at no charge. The old key card must be returned before a new one will be issued.

## **7. Separation from County Employment.**

- 7.1 Employees leaving employment with Eau Claire County must return their ID or key card to Human Resources upon separation.
- 7.2 Cards issued to persons participating in special programs sponsored by the County or having completed seasonal or temporary employment **must be returned** to Human Resources upon completion of the program.
- 7.3 Anyone issued keys to any County building, office, etc. by the Maintenance Department must return all issued keys to their supervisor or department head. Upon receipt, the supervisor or department head must return all keys to the Maintenance Director within 48 hours of separation.

## **8. Second Floor Screening**

- 8.1 All employees shall use their key card for access
- 8.2 Employees shall not allow non-county employees access to the second floor while the employee enters or exit the second floor during working and non-working hours.
- 8.3 Employees shall comply with direction given to them by Eau Claire County Sheriff and contracted security staff and this policy for access to the second floor or other restricted areas.
- 8.4 Non-county employees and visitors to this area are required to go through the screening.
- 8.5 Special Events on 2<sup>nd</sup> floor, such as the youth mock-trial event, shall obtain approval from the Sheriff's Department to hold this event at least two weeks in advance. As with the regular work week, screening will be required of non-county employees.

## **9. Appendices.**

- 9.1 Identification/Key Card Acknowledgement Form (Appendix 709-A)
- 9.2 Request for Courthouse Building Access Form (Appendix 709-B)

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