

EAU CLAIRE COUNTY
Identification/Key Card
Acknowledgement Form

It is the policy of Eau Claire County to provide a safe and secure environment for County staff and for the public. Please read the following statements regarding employee responsibilities before signing the bottom portion of the document. For more complete policy information, refer to Eau Claire County Policy 709.

ID and Key cards are property of Eau Claire County. The following are ID and Key cardholder responsibilities:

- Do not lend your ID or key card to anyone.
- Do not allow unauthorized individuals into any secure area.
- Do not make additions or alterations to the ID or key card.
- Do not leave ID or key card on dash of vehicle, run through a clothes dryer, or other locations where exposed to extreme temperatures.
- Do not expose to organic solvents, thinners, alcohol, isopropyl, etc.
- Do not scan reproduce, duplicate, photocopy, or re-laminate.
- Do not fold, bend, pry open or mutilate your ID or key card.
- Do not use your ID or key card improperly.
- Do not leave your ID or key card unattended.
- Immediately notify your supervisor or department head if your ID or key card is no longer in your possession.
- Immediately notify your supervisor or department head of any difficulties or problems with any ID or key card.
- If more than one ID or key card issued is damaged or lost within one calendar year, there will be a charge of \$10 for each replacement ID or key card.

I understand that failure to comply with these rules can result in disciplinary action, up to and including termination. I understand that I may be responsible for the cost to replace my ID or key card, as outlined in Eau Claire County Policy 709. My signature is an acknowledgment that I have read and understand my responsibilities.

Employee Signature: _____

Date: _____

Printed Name: _____