

DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Proximity I.D. Cards	6/28/2004	New	1	2

1.0 Purpose

To provide a procedure for the initial assignment and the replacement of proximity I.D. card.

2.0 Scope

All Delaware County employees with a proximity I.D. card.

3.0 Distribution

To all employees with a proximity card.

4.0 Definitions

Proximity I.D. Card is county property that is provided to current employees as identification and for access privileges to certain county facilities.

5.0 Policy

1. This policy applies to all Delaware County employees that are provided with a proximity I.D. card that has door access to Delaware County buildings and facilities.
2. Proximity I.D. cards will be programmed to allow employees into areas within the control of their respective appointing authorities and/or work requirements.
3. All employees requiring a proximity I.D. shall be issued a card through the Human Resources Department. An employee will be issued a proximity I.D. card only with the approval of that employee's Appointing Authority or Director. This approval may be given on the Employee Action Form at hiring or on official/departmental letterhead and must contain the signature of the Appointing Authority or Director of the Office/Department.
4. Employees should contact the Human Resources Department immediately to replace lost, stolen or damaged I.D. cards. Human Resources Department will issue a replacement proximity I.D. only with confirming approval of the employee's Appointing Authority or Director.
5. If, at no fault of the employee, a proximity I.D. should stop working, the Human Resources Department will issue a new card to the employee at no charge. The old I.D. is returned before a new one will be issued.

6. If the I.D. should become broken or lost, one new I.D. will be issued by the Human Resources Department per calendar year at no charge.
7. If the second I.D. card issued is broken/lost within the calendar year, the employee will be charged \$10.00 for a replacement I.D.