

DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Identification Cards and Key Fobs	5/18/23	9/1/2010	1	2

1.0 Purpose

To provide a procedure for the assignment and the replacement of County issued employee, visitor and guest Identification Cards and Key Fobs for access to county buildings and facilities.

2.0 Scope

This policy applies to all Delaware County employees, visitors and guests with an Identification Card and Key Fob issued by the County's Human Resources Department.

3.0 Distribution

To all employees, visitors and guests with a County Identification Card and Key Fob issued by the County's Human Resources Department.

4.0 Definitions

County issued Identification Cards and Key Fobs are provided to County employees and in limited circumstances to County visitors and guests for business related purposes and are County property. The Identification Card will contain the name, department and phone number of the employee or visitor. In addition, the Key Fob is issued for access privileges to certain county facilities.

5.0 Policy

1. This policy applies to all Delaware County employees and certain visitors or guests that are provided with an Identification Card and Key Fob to allow the employee, and certain visitors or guests with privileges to enter secured areas within Delaware County buildings and facilities.
2. Key Fobs are programmed specifically to allow employees and certain visitors or guests into areas within the control of their respective appointing authorities and/or work requirements.
3. All employees and certain visitors or guests requiring a Key Fob shall be issued a Key Fob and Identification Card through the Human Resources Department. An employee will be issued a Key Fob only with the approval of that employee's Appointing Authority or supervisory designee. This approval may be given on the Employee Action Form at hiring or through an official email communication

from the employee's Appointing Authority or supervisory designee of the Office/Department.

4. Employees must immediately contact the Human Resources Department to replace lost, stolen or damaged Identification Cards and Key Fobs. The Human Resources Department will issue a replacement with confirming approval of the employee's Appointing Authority or supervisory designee.
5. If, at no fault of the employee, a Key Fob should cease to work properly, the Human Resources Department will issue a replacement Key Fob to the employee at no charge. The non-working Key Fob must be returned to Human Resources prior to the issuance of a replacement Key Fob.
6. If an Identification Card and / or Key Fob is lost, stolen or is no longer functional, a replacement will be issued by the Human Resources Department once per calendar year at no charge to the employee or visitor.
7. If a second Key Fob is lost or stolen within the same calendar year, the employee shall reimburse the County the then current cost of replacement.
8. Visitor Key Fob's are available for visitors or guests who are doing business with a County official or employee. If a visitor or guest's Key Fob is misplaced a replacement may be issued with the cost being incurred by the associated department. If available, they may be utilized by employees who forget to bring in or misplace their Key Fob for a period not to exceed 48 hours.
9. Identification cards must be destroyed when the employee, visitor or guest is no longer affiliated with Delaware County.
10. When an employee, visitor or guest leaves or is no longer doing business with Delaware County, the supervisor must notify Human Resources immediately in order to appropriately de-activate the Key Fob. Key Fobs may be programmed for reuse, therefore, all Key Fobs must be returned to Human Resources when an employee, visitor or guest leaves or is no longer doing business with Delaware County.