

**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



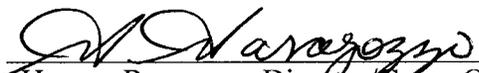
**IDENTIFICATION/ACCESS CARD
SOP #24-018**

December 5, 2012

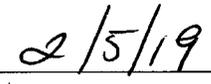
SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Revision	Date	Department(s)	Description of Change
Created	December 5, 2012	Human Resources and Technology & Information Management Systems	Initial Release

APPROVALS:



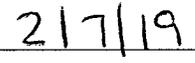
Human Resources Director/Grace Garagozzo



Date



Town Administrator/Richard J. Lemack



Date

1-1. POLICY.

It is the policy of the Town of Davie (Town) to establish a process for issuing and controlling Identification/Access Cards to employees and certain visitors to Town facilities in order to help maintain security. All Town employees and designated individuals are required to wear an appropriate Identification/Access card (card) in accordance with the following procedures. Town cards help maintain security by identifying authorized personnel at Town work sites and residential or commercial properties served by the Town.

1-2. SCOPE.

This operating procedure applies to all full-time, part-time employees, volunteers, temporary contract employees, interns and visitors.

1-3. PROCEDURE.

a. Building Access

1. The main entrance to the Town is open to the public Monday-Friday, 8:30 am – 5:00 pm. You will need a card to gain entry during all other times. You will need to use a card to enter offices at all times.
2. In order to enter a door using a card, look for a small, black, rectangular card reader next to the door. This reader has one (1) red light on the face of the unit. Place your card within four inches of the reader to activate it. The reader will emit a beep. If your card has been programmed to allow access through that door at that time, a green light will appear on the reader's face. Once the green light turns on, the door will unlock for five (5) seconds.
3. Employees should not open the door for others that do not have their own card, but rather direct the person to the Town Clerk's office for assistance.

b. Eligibility - The following individuals are eligible to receive a card:

1. Elected and appointed Town officials;
 2. Employees officially employed by the Town and currently carried on the Town payroll;
 3. Individuals designated as a Contractor-Special Status and currently carried on the Town payroll;
 4. Individuals providing volunteer or special services who are designated by their department director to receive a temporary card.
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5. Non-permanent couriers, vendors, and contractors will not be issued cards and must check in at the Town Clerk department to be issued temporary visitor cards to gain access to non-public areas of the Town.

c. Displaying Cards

1. All employees and designated individuals must wear cards with the front of the card visible on the outside of their clothing or have the card available if the employee wears a uniform that displays their name when on duty, providing services, or accessing Town facilities.

d. Maintenance and Control

1. All building occupants are required to have an access card or they will not be allowed through the secured common areas of the buildings. Please note that the card always remains the property of the Town.
 2. Do not prop open doors as this will activate a security alert.
 3. Do not punch holes in the card, attach or affix any pins or decorations to the card, bend the card, or wash the card as it may render the card inoperable.
 4. Cards should not be left unattended on desks, near door locks, or carried in such a manner to be susceptible to loss or theft.
 5. Only one door access card shall be issued to each eligible person and it must not be transferred or loaned to any other individual.
 6. Upon termination of employment, contract, or volunteer services, cards must be returned to the Human Resources Department. The Director of the department where the person was assigned is responsible for ensuring that the card is retained before the person leaves the Town of Davie premises.
 7. Cards may be issued by a department to eligible persons for a limited time period (e.g., when an individual provides volunteer or special services), and must be returned to the issuing department by the end of the authorized period. Each department will be responsible for logging in/out the visitor cards in their possession.
 8. When vendors or contractors perform services in Town facilities, the department that has retained their services must ensure that they display a temporary visitor card, in addition to a company name badge (if applicable), which identifies who they are and for whom they are employed.
 9. When Town employees encounter individuals in secured non-public areas of Town facilities or work sites, without appropriate identification and without
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authorized escorts, they should inquire whether the individual needs assistance. Any suspicious or unusual behavior should be immediately reported to management personnel. **NO ONE SHOULD CONFRONT THE INDIVIDUAL EXHIBITING SUSPICIOUS OR UNUSUAL BEHAVIOR FOR THE EMPLOYEE'S OWN SAFETY.**

10. Visitors to the Town will not be required to display a visitor card for public areas (e.g. to pay water bill). Visitors to the Town that require access to a non-public area, (e.g. to attend a meeting or an appointment), must display a visitor card while in the building. The visitor card is obtained from the department who will record the visitor's name and purpose of visit along with date and time onto a log with the visitor card number. The department that has retained the services/sponsors the visit must ensure their visitors register with the designated personnel in their department, display a card at all times while on premises, and turn in the card upon leaving the Town.
11. Delivery persons are to leave all packages, food deliveries, flowers, etc. with the Town Clerk's office, who will summon the recipient (addressee) to retrieve the delivered item. Delivery persons may register and obtain a Visitor ID if needing to go into a non-public area of the Town.
12. The access system is set up to automatically suspend any card not used in over any 60-day period. The card will be suspended but the information will be retained in the system.
13. If a card does not work for any reason, please contact Technology and Information Systems (TIMS) via the help desk (954) 797-1070.

e. Processing Requests for Identification Cards

1. Each employee is responsible for making a request, in person, to the Human Resources Department for a card. Initial requests for cards and photos are processed at the Town Hall, in the Human Resources Department. Special needs may be accommodated.
2. The Human Resources Department will supply the card with and clip and/or lanyard.

f. Replacement of Town Identification Cards

1. A replacement card is required for a name change, transfer to a different department, change to a job title, or for a lost, missing, stolen, or damaged card.
 2. Employees/individuals must immediately notify their supervisor if their Town identification card is lost, missing, stolen, or damaged. The supervisor should notify the Technology and Information Management Department, Police
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department (for Police Department issued cards) and Human Resources department immediately upon notification. Please do so even if there is a chance that the card will be found. It is easy to reactivate a card that turns up later.

3. An old or damaged card must be returned to the Human Resources Department before a replacement card is issued.
4. The Human Resources Department will assess employees/individuals a fee of \$15.00 for a replacement card if their card was lost, missing or damaged. If the card is stolen and a police report is filed and produced, then there will be no charge. If the card is stolen due to the negligence of the person, then the \$15 charge to replace the card will apply.
5. New photographs and signatures (except for a name change) are not needed when replacing Town identification cards since all original photographs are retained on a computer database.
6. Every five (5) years the employee cards will be replaced free of charge and a new photograph will be taken. Employees will be responsible for contacting the Human Resources Department for an appointment.

g. Training and Enforcement

1. Each employee will be trained as to security needs of their work area as well as the building(s) in which they work.
 2. It is the responsibility of Department Directors to ensure each employee has been trained and understands the training they have received.
 3. It is the responsibility of each Town employee to support the goals of this policy and to comply with the requirements of this policy.
 4. It is the responsibility of each Town employee to report persons seen in restricted areas of the Town who are not properly identified with an Employee or Visitor card clearly displayed upon their clothing.
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