



Keys, Access Cards and ID Badges Policy

Policy No. B-17¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Appointed Officials, Probationary Employee, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Full-Time Elected Officials
- ✓ Volunteers

I. PURPOSE

To control building security by setting forth the procedure for the issuance of keys, access cards, and employee identification badges (which may also serve as access cards).

II. POLICY APPLICATION

The City utilizes keys, Access Cards (electronic keys) and ID Badges. All keys are issued by the City and remain the City's property.

A. Keys

Keys are issued only by the Facilities Management Division of the Public Works, Parks and Recreation Department. All individuals are responsible for keys assigned to them. No engraving, building names or other markings are to be placed on keys except by Facilities Management. Duplication of keys other than by the Facilities Management key shop staff is prohibited. Any other employee or agent who makes or duplicates a City key is subject to disciplinary action, up to and including termination.

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

When an individual's need for a key no longer exists or employment is terminated, all keys issued to the individual must be returned to the supervisor. To replace a lost or broken key, an employee must contact his/her supervisor and Facilities Management. Lost keys should be reported to Facilities Management by the end of the business day following the loss. If a key is found and unclaimed, it must be returned to Facilities Management.

B. Access Cards and Identification Badges

All employees must wear a City-issued identification badge visible at all times during working hours. Access Cards and/or ID Badges are issued by the Henderson Police Department working in conjunction with the Human Resources Department. Access cards to the Emergency Services Facility for Police and Fire employees will be issued in Civil Processing.

For security reasons, each employee entering a locked area must use his/her own Access Card and Personal Identification Number (PIN), unless the entering employee is certain that the employee(s) following from behind him/her have access to the same area. Lost Access Cards and/or ID Badges must be reported to the Police Department Fingerprint Unit by the end of the business day following the loss.

All individuals are responsible for the Access Cards and ID Badges issued and assigned to them. Duplication or modification of access cards or identification badges is prohibited. Any employee or agent who makes, duplicates, or modifies an Access Card or ID Badge is subject to disciplinary action, up to and including termination. All Access Cards and ID Badges must be returned to the employee's supervisor, manager or Human Resources Business Partner upon termination of employment.

