ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:	Magnetic Photo Identification Key Card	**Number:**	D 18
Approved:	Signature on file	**Date:**	08-03-07

POLICY

All Social Services Agency (SSA) employees, including contracted employees, temporary-help employees, consultants, interns, vendors, and volunteers, shall be issued a Magnetic Photo Identification Key Card (Key Card). SSA Facilities Services and authorized Site Contacts will be responsible for monitoring issuance of all key cards.

SSA employees and others shall visibly wear their Key Card while on duty. Key card shall be used to access areas within the scope of their physical access privileges. When SSA employees are performing their duties with other public agencies or in the community, the Key Card may serve as proof of their current status as a SSA employee.

Key Cards are to be used for official County business only. Any other use is prohibited. Access through Key Cards is granted only to conduct County-related business. Use of key cards to access any facility for non-County-related business may result in disciplinary action that may include termination of employment or work relations.

Employees are responsible for the security and use of their key card. Key cards must not be shared or loaned to others.

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