



# Door Access Card User Acceptance Agreement

This agreement outlines the responsibilities I have as a holder of the Town of Davie (TOD) Door Access Card (Card). My acceptance of this agreement indicates that I have read and understand the Identification/Access Card Policy, and agree to adhere to the protocol and procedures established for Door Access Cards.

1. The Door Access Card is intended to facilitate the entry to electronically access-controlled offices and rooms on TOD premises.
2. I understand that the Door Access Card is issued in my name as the sole authorized person for access to the appropriate areas of the Town. I will not allow any other person to use my Card. I understand that I 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.
3. I understand that I must wear card with the front of the card visible on the outside of my clothing or have the card available if I wear a uniform that displays my name when on duty, providing services, or accessing Town facilities.
4. I will not prop open doors as this will activate a security alert.
5. I will 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.
6. I understand that cards should not be left unattended on desks, near door locks, or carried in such a manner to be susceptible to loss or theft.
7. I understand that 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.
8. I understand that visitor 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.
9. I understand that I must immediately notify my supervisor if my Town Identification Card/Access Card is lost, missing, stolen, or damaged. The supervisor should notify the Technology and Information Management Department, Police department (for Police Department issued cards) and Human Resources Department immediately upon notification.
10. I understand that 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.

## Rights of the Town of Davie

The Door Access Card remains the property of the Town of Davie at all times.

TOD reserves the right to withdraw from an individual, any or all of the facilities of the Card and request that the Card be surrendered, if evidence is found that the Card is being misused in any way. Any unauthorized use will result in confiscation and or disciplinary action. TOD reserves the right to withdraw all Door Access Cards, suspend some or all of the facilities or replace the Card with one or more alternatives, without prior notice.

## Acknowledgement

I acknowledge that I have read, understood and agreed to this agreement.

Print Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Door Access Card Number: \_\_\_\_\_ Issued By: \_\_\_\_\_