



POLK COUNTY

LIVINGSTON, TEXAS
110 Allie Bean, Livingston, TX. 77351

Jay Burks
Maintenance Engineer

936-327-6808
Fax 936-327-6886

EQUIPMENT ISSUED HID PROXIMITY CARD

DATE ISSUED _____ Number of Cards issued _____ JD Number _____

I, _____ understand that the HID access card/s (proximity cards) are now and will remain the property of Polk County and are subject to the Personnel Policy 11-00 "USE OF COUNTY PROPERTY". I also agree that, by accepting this proximity card, I will be responsible for its use and will adhere to the following:

I will use the proximity card only for authorized county purposes. I will not allow anyone else to possess or use the card for any reason. If the card becomes lost or stolen, I will immediately notify the Polk County Maintenance Department at 327-6808 or my immediate supervisor so that the card can be deactivated. If I fail to make the agreed notification, any charges made with this card number may be charged to me, personally, or to my department and I may be subject to disciplinary action. If the lost/stolen card is recovered, I will immediately notify the Polk County Maintenance Department or my supervisor to determine whether the card may be reactivated prior to the issuance of a new card and I will immediately return the recovered card to the Polk County Maintenance Department for appropriate disposal.

I understand that there will be a 10 day waiting period for replacement of a lost or stolen card. Further, I understand that I will be responsible for payment of a \$20 administrative fee for the replacement of a lost/stolen card issued to me. If the card is lost, destroyed or stolen due to extraordinary circumstances occurring during the performance of my official duties, I will have my supervisor provide written notice of the incident and the administrative fee may be paid by my department, rather than myself. If the card is damaged and no longer serviceable due to normal use, wear or tear, I will return the card to the Polk County Maintenance Department for replacement at no cost to me. Administrative fees for normal use replacements in excess of one per year will be charged to my Department.

If I leave employment with Polk County for any reason, I will immediately return any card/s issued to me prior to my final exit interview and completion of final out processing.

I have read, understand and agree to the statements made herein.

Card Holder Signature

Date

Card Issuer Signature