



# STEELE COUNTY KEY CARD AUTHORIZATION – TENANT

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name as Displayed on the Front of the Card: \_\_\_\_\_

Date: \_\_\_\_\_ Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

Type of Card:

- New
- Replacement  
Reason for Replacement:
- Lost/Stolen/Damaged
- Department Change
- Job Title Change
- Name Change
- Wear and Tear

Facility (check all that apply):

- Administration Center
- Annex
- Courthouse
- County Attorney Building
- Detention Center
- Four Seasons Centre
- Law Enforcement Center
- Landfill
- Public Works Building
- Community Corrections

State Discipline Code: \_\_\_\_\_

AQUA: Volunteer \_\_\_\_\_

Authorized Access: ID Only \_\_\_\_\_

**I have read the Steele County Personnel Rules and Polices Photo ID Badges Policy and agree to abide by the stipulations therein. I agree to notify Steele County if my ID is lost, stolen or broken.**

**I am aware that replacement of a lost, stolen or damaged ID is subject to a fee of \$10. Any replacement due to wear and tear, job title change, department change or name change will not be assessed a fee.**

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

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

Human Resources Designee: \_\_\_\_\_ Date: \_\_\_\_\_

## **Chapter 24: PHOTO ID BADGES**

### **Identification Card Policy:**

Steele County recognizes the need for security in work areas and the identification of personnel; therefore, we have adopted an identification card policy. The purpose of having employees wear this type of identification is to more easily monitor who is in County buildings and have identification in allowing entrance to buildings in a possible emergency situation. We also want to improve our public relations aspect by being more recognizable as a County employee whether in the building or in the community.

Templates have been established in the computer program to provide for our input of data such as First Name, and Title or Department. The reverse side will show full name and a bar code which will have employees name and address.

### **Use of Cards by Employees:**

Cards will be used as identification as an employee of Steele County while in its employ. When an employee leaves employment with Steele County, they will turn their card in to the Information Office at the Administration Center or their supervisor who will then turn the card in to the Information Office. Use of the card to identify you as an employee when no longer employed will constitute fraud and will be brought to the County Attorney's Office for possible prosecution. Employees who use the card for other than intended use under this policy will be subject to disciplinary action. Employees must wear the Identification cards during their work schedule. Exception may be made by the Department Head when wearing the identification card will be deemed as hazardous or inappropriate.

### **Back of Identification Card:**

If found contact Pearl St. 911 - 507-451-8232.

### **Card Maintenance:**

A \$2 fee will be charged for lost or damaged cards that need to be replaced. Cards will be updated if there is a change of name and/or job title.