

Card Access Policy

Identification/Proximity/Access Cards

Identification/Proximity/Access cards are issued to an individual and should never be lent or given to anyone else to use. The card access system logs via computer each time a card is presented for access. Lending or giving an access card to someone other than the authorized user may result in that access card being disabled and the user's card access privileges revoked.

Lost/Stolen Identification/Proximity/Access Cards

It is the responsibility of the employee issued the card to **immediately** notify the security department of a lost/stolen card. In the event the card is a proximity/access card, the card will be immediately disabled. The employee will be charged a \$10.00 fee to replace a lost identification/proximity/access card.

Property of Galena Park ISD

All cards (identification, proximity and access) issued by the Galena Park Independent School District (the District) are the property of the District. Upon termination of employment from the District, cards **shall** be returned to the security department immediately. Failure to turn in a card may result in an employee being charged for a lost card.

Card Access Assignment

Employee Printed Name: _____

Department: _____ Supervisor: _____

Card #: _____ Issued By: _____

Employee Title: _____

Special Access Needs: _____

I understand and agree that any willful violation or infraction of any part of this policy shall be considered full and sufficient cause for disciplinary action against me, which may include termination.

Employee Signature: _____ Date: _____