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LOST KEYS/IDENTIFICATION BADGES

EFFECTIVE DATE: November 5, 2012

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It is **mandatory** that all Cass County employees wear their identification badge when in any county buildings during business hours or elsewhere in the county while county duties are being performed.

Each employee, designated by a department head to receive a building key or identification badge shall bear the responsibility of safeguarding such County property. A ten dollar (\$10) fee shall be assessed for key or badge replacement. If the identification badge is lost or stolen, the employee shall immediately report the loss to their Department Head and the Cass County Information Technology service desk.

Department Heads shall notify the Information Technology service desk immediately when any individual leaves employment. All employees shall surrender all keys and identification badges to the Personnel Office upon termination.

If employees forget their identification badge during non-business hours, no entrance to county buildings shall be allowed. Employees must retrieve their own card to gain access to county buildings.