



Floyd County Government Employee ID/Door Access Card Request



Department Officials must complete and submit this form along with an identification photo to:

sworral@floydcounty.in.gov

Office Use Only:

Request Received: _____

Issued Key Card Number: _____

Date Issued: _____

Initial Photo ID Card Request: Yes ☐ No ☐

Replacement Card: Yes ☐ No ☐

If replacement, was other card reported? Yes ☐ No ☐

Name of Employee/Contractor Badge is requested for:

Last Name _____ First Name _____ Middle Initial _____

If initial hire, start date of Employee/Contractor _____

If Contracted Staff, Name of Firm _____ Length of Contract/Term: _____

Requesting Department: _____ Requesting Official: _____

Department Contact Information: Phone: _____ E-Mail: _____

Additional or Non-Standard Access: _____

Requesting Official Signature

Date

Photo Requirements & Pick-Up:

1. Style: Color portrait shot (**no side or ¾ profiles**) with a neutral dark background
2. Attire: Hats, sunglasses, or inappropriate shirts are not allowed
3. Format: Digital picture, any format, preferably under 10MB
4. Timeline: Allow at least one week from submission for processing
5. Pick-Up Location: Commissioner's Office, 3rd Floor of the Chase Building on Spring St. or otherwise instructed

Department Officials are responsible for collecting and returning ID/Door Access Cards immediately upon an employee's departure. Cards must be returned to Suzanna Worrall or the Floyd County Sheriff's Office and cannot be kept as spare cards.



Floyd County Government Employee ID/Door Access Acknowledgement



ID/Door Security Access Cards are the sole property of the Floyd County Government / Floyd County Sheriff's Office. Cards are issued strictly to verify employment status and grant role-appropriate building access.

Rules of Use & Cardholder Agreement

- **Mandatory Wear:** The ID card must be always worn while on County property or conducting County business. It must be displayed visibly between your shoulder and waist area.
- **Non-Transferable:** The card is strictly not transferable and must never be used by or loaned to another employee or non-employee. Card sharing may result in disciplinary action up to and including termination.
- **Reporting Lost or Stolen Cards:** If your card is lost, misplaced, or suspected stolen, you must report it immediately to your Department Official so it can be deactivated.
 - Contacts: Floyd County Sheriff's Office (doorsecurity@fcsdin.net) or Suzanna Worrall (sworrall@floyd.county.in.gov).
 - A \$10 charge for lost cards may be required at the discretion of the Floyd County Commissioners' Office.
- **Reactivation:** If a lost card is later found, it may only be reactivated at the discretion of the Floyd County Sheriff's Office or Suzanna Worrall.
- **Card Surrender:** Upon departure from employment, the card must be surrendered to your immediate supervisor / Department Official. Failure to return County property could lead to appropriate legal charges.

Employee Acknowledgment & Sign-off

I understand the above terms and conditions related to the Floyd County Government issued ID/Door Access Card and, by my signature below, I indicate my compliance with the terms and conditions as listed above:

Name_____Signature_____

Date_____Department_____