

**Montmorency County Building**  
**Key Fob / Card Assignment Receipt and Policy**

Department: \_\_\_\_\_

**I have read and received the policy for the keyless entry system in Montmorency County.**

**I have received my \_\_\_\_\_ key fob or \_\_\_\_\_ key card.**

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Signature

-----  
Office Use Only

Serial Number: \_\_\_\_\_

Security Committee Representative issuing key: \_\_\_\_\_

Access to the following doors: \_\_\_\_\_

\_\_\_\_\_  
Cc: Security Committee File, Department Head, and Employee

# KEYLESS ENTRY POLICY

As of 1/20/2022

- All staff will be given initial access to the building entrance off M32, the Judicial Annex door, and their respective office.
- The egress door in the judicial annex parking lot and the front door on M32 will be programmed to **open Monday - Friday from 8:15 am to 4:30 pm**. The system can be programmed for holidays and other closures, as needed.
- Individuals requesting access to other entry doors will need approval by the respective department head. No one should have access to a different department or unauthorized location unless approved by the department affected, except the sheriff. This is for the protection of highly confidential records, as well as security.  
**The full Court Security Committee will review the request to approve access.**
- Individuals accessing the building after hours will need a pin number that is keyed into the alarm system. (See your department head to gain pin access.)
- **Handling of key fob/card:**
  - **Do not write any identifying information on the key fob/card**
  - **Immediately, report to the BOC office if key fob/card is lost, stolen, or damaged.**
  - **Do not lend the key fob/card to anyone.**
  - **Replacement cost for key fob/card is \$10. There is no cost for the initial key fob/card issued to staff. Cost is subject to change by the Security Committee.**

NOTE: This policy is subject to change. Employees will be notified.