

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY  
POLICIES AND PROCEDURES MANUAL**

**Subject:** Encrypted Photo Identification Key Card Usage

**Number:** D 18

**Approved:** Signature on file

**Date:** 4/3/19

**POLICY**

All SSA employees, including contracted employees, temporary help employees, extra help employees, consultants, interns, vendors and volunteers, shall be issued a Key Card. SSA Facilities & Emergency Management Services and authorized Site Contacts will be responsible for monitoring issuance of all Key Cards.

SSA employees and others shall visibly wear their Key Card while on duty. Key Cards shall be used to access areas within the scope of the employee's physical access privileges. When SSA employees are performing their duties with other public agencies or in the community, the Key Card may serve as proof of their current status as a SSA employee.

Key Cards are to be used for official County business only. Any other use is prohibited. Access through Key Cards is granted only to conduct County-related business. Use of Key Cards to access any facility for non-County-related business may result in disciplinary action, including discharge.

Employees are responsible for the security and use of their Key Card. Key Cards must not be shared or loaned to others. If the employee is missing their Key Card, they must immediately report the loss and follow the procedure listed.