

# WOOD COUNTY SHERIFF'S OFFICE

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MARK WASYLYSHYN  
Sheriff



ERIC L. REYNOLDS  
Chief Deputy

## Courthouse Complex Employee Key Fob Information

**Employee Name:** \_\_\_\_\_

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

**Supervisor:** \_\_\_\_\_

**Key Fob Number:** \_\_\_\_\_

### ~ Guidelines for Key Fob Use ~

1. The key fob assigned to you is for your use only for areas authorized by your supervisor.
2. Do not lend your key fob to anyone.
3. If your key fob is authorized for either the underground parking garage or the exterior northwest atrium door, this is exclusively for your use only.
4. When using the key fob to enter either of the two designated entrances (northwest atrium door or underground parking garage) be aware of your surroundings. If you notice any unusual circumstances or a suspicious person in the area, contact Courthouse Complex Security immediately. (Note: The buttons to open the gates are located by the exit gates in the parking garage.)
5. It is mandatory that if you lose your key fob that you report it to your supervisor immediately and notify Courthouse Complex Security.
6. If your employment ends for any reason, it is mandatory that your key fob be turned into your supervisor before you leave, this sheet is signed on the receipt of return, Court Security is notified and a copy of the signed form returned to the department.
7. Any misuse of your key fob may result in relinquishing it.

I agree to the above guidelines for the key fob assigned to me.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Receipt of Returned Key Fob upon termination of employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

(Original to Courthouse Complex Security and copy to Supervisor)