SMCC INDIVIDUAL SWIPE CARD REQUEST FORM

The South Mountain Community College Public Safety Department is responsible for the issuance of SWIPE CARDS that control access to buildings, offices and other lockable areas on campus.

Swipe Cards are not to be duplicated, loaned or transferred to other employees. The college employee to whom the swipe card is issued is personally responsible for how the swipe card is used and for the return of the swipe card.

A lost/stolen swipe card must be reported to the Public Safety Department immediately and a report will be taken at that time. Employees may held responsible for any cost incurred by SMCC to replace the lost property.

Swipe Cards will generally be ready for pick up within 72 hours of initial request. Swipe Card request forms can be downloaded from the SMCC Public Safety Web-site or picked up at the Public Safety Office. Swipe Cards are to be signed for and picked up at the Public Safety Office.

Please print legibly or type. Provide ALL information requested.

Date: _________ Quantity: _________ Department: ____________________________

Printed Name of Person Requesting Swipe Card: ____________________________________

E-Mail: _____________________________________________________________________________

Phone Extension: _______________ MEID#: ____________________________

Circle One: Instructor/Adjunct Athletics Staff/Other

DAYS & HOURS BLDG ROOM # NEW STOLEN LOST DAMAGED CARD #

- It is the card holder’s responsibility to notify SMCC Public Safety of any changes in the days or hours that access will be granted.
- Swipe Cards not picked up after 10 business days will be returned to stock and a new request will have to be submitted.

*PUBLIC SAFETY PERSONNEL ONLY

Request received by Date _____________________________ Swipe issued by Date _____________________________

Public Safety Commander/Designee Date _____________________________ Lost/Stolen Swipe Cards must have a Public Safety Report attached

Revised 9/4/2015

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SMCC SWIPE CARD CONTROL PROCEDURES

The swipe card control procedures are designed to reduce liability exposure and to strengthen access control practices.

1. Swipe Cards are issued in response to a departmental or individual request.

2. Swipe card requests are processed and approved in the following sequence:
   a. A swipe card request form will be legible and fully completed. The following areas require special attention:
      (1) Replacement requests for a damaged swipe card **MUST** have the damaged swipe card attached to the swipe card request form.
      (2) **A lost/stolen swipe card must be reported to the Public Safety Department immediately.** Replacement requests for lost/stolen swipe cards require a Public Safety report attached to the swipe card request form. The report must be filed before the request will be filled.
   b. The Department Chair/Head shall sign the request form to approve the request.
   c. The Swipe Card Request form is then returned to the Public Safety Office.

3. At any point in the process, the swipe card request may be denied. The reason for denial will be indicated on the form and returned to the Department Chair/Manager. If the denial is supported, the process terminates. If the denial is reversed, based upon additional justification, the request is then re-submitted.

4. Before receiving a swipe card to a new/renovated building, or when changing offices, the requester will turn in the previously issued swipe card from the previous area within a three (3) day period, upon vacating the space. Failure to return a swipe card within the above timeframe may result in the employee being assessed a fee. Swipe cards that are turned in must be accompanied by a completed SMCC Swipe Card Return Form. Requests for new a new swipe card will be processed as outlined in #2.

5. The requester will then be notified of the approximately date and time the swipe card may be obtained from Public Safety. The requester will be required to sign for the swipe card when taking possession of the swipe card from Public Safety.

6. **Upon termination or contract end, the employee must return any/all swipe cards to Public Safety utilizing a Swipe Card Return Form.**

I have read, understand, and agree to abide by the above procedures:

_________________________  ______________________  __________
PRINT NAME                SIGNATURE                DATE