



City ID/Access Device Protocol

As a City employee, you may be issued an identification (ID)card and/or access device. Please attest that you will not provide access with your device to any person other than yourself and you understand that your assigned ID card and/or access device is the property of the City of Santa Clarita and must be returned to Human Resources upon termination of employment. In addition, you are to notify Human Resources immediately if your ID card and/or access device is lost or stolen.

I fully understand the requirements as outlined above.

Name

Signature

Date