

Superior Court of California, County of Nevada
Human Resources Department
201 Church Street
Nevada City, CA 95959
www.nccourt.net

Access Card - Acknowledgement of Responsibility

The use of a court-issued access card (Card) is a privilege and includes responsibilities for the holder of the Card. This Card allows you certain access through system locked doors during specified days and times. It also provides the Court with a record of all Card holders' access to Court buildings through system controlled doors. In addition the access records maintained by the card system, all access points are monitored by video surveillance.

As a Card holder, you are responsible for safeguarding the Card and for ensuring that it is not used by any other person. You are not authorized to loan the Card to any other person or to allow others to access a secured door if they have not also been issued a card.

Each Card contains a unique code. When used to enter or leave a Court building, the Card will send a signal through the proximity reader to the system controller and will unlock the door during the days and times authorized. Each use of a Card is recorded in a database which is utilized to monitor the use of each access point and each Card

Loss or misuse of a Card may result in a security breach. If your Card is lost, misplaced, or damaged, you must immediately report this information to your supervisor or the Court Executive Officer. The Card can be removed from the system, preventing an unauthorized user from gaining access. If the Card is later found, it may be possible to reactivate it. Misuse or repeated loss of a Card may be grounds for terminating Card access.

By signing this form, you acknowledge and agree to the proper use of the Card, that the Card belongs to the Superior Court of Nevada County, and that when a cardholder's status changes making the use of the Card unauthorized, the Card will be surrendered.

Name (Print) _____ Date _____

Department _____ Phone _____

Signature _____

Note: Employees, authorized contractors, volunteers, or others being issued a Card for the first time, must complete this form. Please attach it to the Access Control Form and present it to the Court's Human Resources Department.