**Access Card Use and   
Access Card Holder Responsibilities**

This document provides an overview of Access Card Use and Access Card Holder Responsibilities for State of Maine employees and contractors in order to maintain security of State of Maine facilities. Requests for access cards must be processed through the Department / Agency Building Access Coordinator (BAC). If you have any questions regarding access levels, or the operation of your access card, please contact your Building Access Coordinator.

* Access cards are not transferable therefore, cards found in the possession of unauthorized persons will be confiscated. Additionally, giving an access card to someone other than the authorized user may result in that access card being disabled and the user’s card access privileges being revoked.
* The card access system records each time a card is presented for access. DO NOT give access to anyone else (this means opening a door for, or giving your card to, someone else). You have the right to ask them to use their own card, and if they do not have one, do not let them have access.
* Assignment of an access card does not grant the holder the right to bring weapons or other prohibited items into state facilities.
* All card holders must swipe their access card individually when entering secure space.
* When entering, or leaving, areas please ensure the doors are securely closed behind you.
* Do not bend, make holes in or otherwise damage your access card, as this may impair its function
* Access cards are required for building access; therefore, it is an expectation that employees bring their

access cards to work with them and have them on their person at all times while in State of Maine facilities.

* It is the responsibility of the employee issued the access card to immediately notify the Building Control Center (287-4154) or their BAC of a lost or stolen access card. Building Control is staffed 24/7/365.
* It is recommended that badges be displayed at all times when in the work environment or at a minimum be easily accessible for display upon request or as needed.
* Use of access cards for any non-official purpose is strictly forbidden. Any person utilizing access cards for any illegal or prohibited purpose will be subject to disciplinary or legal actions.
* Access Cards remain the property of the State of Maine and must be surrendered when requested by

competent authority.

* Employees and contractors are required to turn in their assigned access cards to their BAC when leaving the State employment or transferring to another agency.

**Employee/Contractor Acknowledgment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by affixing my signature below, acknowledge that I have read this document and understand my responsibilities when assigned an access card. I have been afforded the opportunity to ask questions regarding this document, and all questions I have regarding the procedure and my responsibilities under the procedure have been answered to my satisfaction.

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Printed Name Signature Date