

# Security Access Authorization

Please submit completed and signed authorization form to HR to receive badge

NAME: \_\_\_\_\_

TIMES: (Please check a box)

TITLE / COMPANY: \_\_\_\_\_

☐ Monday-Friday

☐ Employee

DEPARTMENT: \_\_\_\_\_

☐ 7 Days

☐ Visitor

EMPLOYEE ID: \_\_\_\_\_

☐ 24 Hours / 7 days a week

☐ Volunteer

SUPERVISOR: \_\_\_\_\_

☐ Expiration: \_\_\_\_\_

☐ Contractor \*see Tab 2

## CITY HALL ACCESS (Please check all that apply):

☐ City Clerk

☐ Finance 3rd Floor

☐ Public Works

☐ Police Staff

☐ Council Chambers

☐ Information Technology

☐ Administrative Services

☐ City Attorney

☐ Council Hall

☐ Management Services

☐ Roof Access

☐ Master

☐ Council Offices

☐ Building & Planning

☐ Vault (Water Billing)

☐ Multi-Purpose Rm

☐ Secure Elevator

☐ Parks & Comm. Services

☐ Vault (Finance)

☐ Common Exterior

☐ Finance 1st Floor

☐ Facility Maintenance

☐ Elected Officials

☐ Human Resources

## LIBRARY (Please check all that apply):

☐ LIBRARY 24/7

☐ LIBRARY 6:30a-9:30p

## DWP ACCESS (Please check all that apply):

☐ 755 DWP Admin

☐ Rincon Gates

☐ 735 Field Services

☐ Shops PW A,B,C

☐ 755 DWP Admin 1st Fl

☐ Desalter 24/7

☐ Shops Water Dist 24/7

☐ Corp - Gates

☐ 755 DWP Admin 2nd Fl

☐ Desalter Chem Yard Gate 24/7

☐ Shops-Tool Crib 24/7

☐ WWTP1

☐ DWP Billing (Vault)

☐ Desalter Control Room

☐ Shops-Facilities Maint. 24/7

☐ Fueling Station

☐ Warehouse

☐ Desalter Secure Path

☐ Shops-Meter 24/7

☐ VM Fleet

☐ Warehouse Property Storage

☐ Warehouse Lost & Found

☐ Shops-Parks A,B,C,D,F

☐ Fleet Parts

## FIRE DEPARTMENT (Please check all that apply):

☐ Fire Dept 24/7

☐ FS Fire Dept Training Ctr

☐ Corp - Gates

☐ Fire Dept M-F 7a-5p

☐ Fire Dept (MGMT) 24/7

☐ Fueling Station

☐ Volunteers/Boy Scouts

## POLICE DEPARTMENT (Please check all that apply):

☐ HQ Common

☐ Armory 24/7

☐ 730 Fire/PD Training Ctr

☐ EOC Responders

☐ TEM-PD (Zone 5)

☐ PD-Sworn Only 24/7 (no armory)

☐ Detective Bureau 24/7

☐ PD-Fire

☐ Dispatch

☐ PD Sworn Staff 24/7 (incl. armory) \* Chief, Cpt, Lt, Sgt

☐ Evidence & Receiving

☐ Old PD - HCC

☐ Dispatch IDF/MDF/TEL

☐ Shooting Range 24/7

☐ PD Crime Lab 24/7

☐ Fueling Station

☐ PD Main Gates (Level 99)

☐ Shooting Range M-F 8a-5p

☐ PD Lab Office

☐ CSV1

☐ Jail

☐ PD HQ Bldg Support 24/7

☐ PD Property 24/7

☐ Cadets

☐ Corp - Gates

☐ CY PD Volunteers

☐

☐ Project Kids

## OTHER LOCATIONS (Please check all that apply):

☐ Animal Control (Magnolia)

☐ HCC 24/7

☐ Community Center (Main St)

OTHER: \_\_\_\_\_

## POLICE DEPARTMENT ONLY:

Height: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Weight: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Hair Color: \_\_\_\_\_

X

Department Director or Designee Signature

X

Human Resources Approval

Date

Print Name & Title

Date

Print Name & Title

\*\*FOR OFFICE USE ONLY\*\*

Date issued: \_\_\_\_\_

Badge Number Issued: \_\_\_\_\_

Issued by: \_\_\_\_\_

Showed proof of ID: Yes / No

Old badge returned: Yes / No

PARKING PERMIT: Permit No.: \_\_\_\_\_

Make: \_\_\_\_\_

License Plate: \_\_\_\_\_

Model: \_\_\_\_\_

# Contractor Emergency Contact Information

DATE: \_\_\_\_\_

## Employee Information

*Physical address required for Emergency Contacts - No PO BOXES*

Contractor Name: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Emergency Contact Information

### Contact #1

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Contact #2

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**\*\*FOR OFFICE USE ONLY\*\***

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

Department Contact: \_\_\_\_\_

Start of Assignment: \_\_\_\_\_

End of Assignment: \_\_\_\_\_