



Wood County Common Pleas Court
Court Security Department
One Courthouse Square
Bowling Green, OH 43402

Thomas G. Chidester
Chief Court Constable



Courthouse Complex Employee Key Fob Information

Employee Name: _____

Department: _____

Supervisor: _____

Key Fob Number: _____

~ **Guidelines for Key Fob Use** ~

1. The key fob assigned to you is for your use only for areas authorized by your supervisor.
2. Do not lend your key fob to anyone.
3. If your key fob is authorized for either the underground parking garage or the exterior northwest atrium door, this is exclusively for your use only.
4. When using the key fob to enter either of the two designated entrances (northwest atrium door or underground parking garage) be aware of your surroundings. If you notice any unusual circumstances or a suspicious person in the area, contact Court Security immediately. (**Note:** The buttons to open the gates are located by the exit gates in the parking garage.)
5. It is mandatory that if you lose your key fob that you report it to your supervisor immediately and notify Court Security.
6. If your employment ends for any reason, it is mandatory that your key fob be turned into your supervisor before you leave, this sheet is signed on the receipt of return, Court Security is notified and a copy of the signed form returned to the department.
7. Any misuse of your key fob may result in relinquishing it.

I agree to the above guidelines for the key fob assigned to me.

Signature: _____ **Date:** _____

Receipt of Returned Key Fob upon termination of employment.

Signature: _____ **Date:** _____

Supervisor: _____

(Original to Court Security and copy to Supervisor)