

**DIVISION OF PROTECTIVE SERVICES  
CAPITOL POLICE  
Building 1, Room 152-A  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305  
Telephone: 304-558-9911  
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Kevin J. Foreman  
DIRECTOR**

**Memorandum**

**TO: Recipient of Access Cards**

**FROM: Division of Protective Services**

**RE: Use of Access Cards**

With this memorandum, you are in receipt of an “Access Card” that serves as an electronic key to unlock doors within certain State Government Buildings. Your access card will be used to unlock employee entrances to the building in which you work and other “non public” entrances within the rest of the building. Cards are individually programmed to unlock doorways based on time and day parameters defined by the management of respective State Spending Units. Utilization of the access cards and installation of electronic door locks is part of our plan to make the government buildings a safer place for West Virginians to work and learn.

With the issuance of your card, there are certain cardholder responsibilities. These are currently under Legislative Rule Review. Failure to follow rules may lead to criminal prosecution as well as administrative sanctions. The rules are as follows, but not all-inclusive:

- Your card is to allow you access to a facility. Do not use your card to allow others to access a facility with you, have co-workers use their own cards to access a doorway and have visitors use designated “Public Access” points to enter a building.
- Your card is for your individual use. Cards are not to be loaned and are not to be shared.
- If your card were to become lost or stolen, you must immediately notify your supervisor and in turn submit a Lost/Stolen Card Form to the Division of Protective Services. The fee for a replacement card is \$10 (ten dollars).
- Collection Drop Boxes will be located at Directed Public Access points on the campus, if you should find a lost card, please take it to the collection box.
- *ADA access buttons are only to be used by card holders with ADA access needs*
- If you terminate employment, your access card should be returned to the Division of Protective Services.
- The Division shall cause to be terminated any access card not utilized in a ninety (90) day period.

If you have any questions concerning use of your access card, please contact the Division of Protective Services (304-558-9911) or (304-558-4443).