



14.2 ENTRY CODE/HOUSE KEYS & IDENTIFICATION CARDS

Employees will receive LADD identification cards within 30 days of employment. Employees may receive a key or the code to enter the location where they are employed. Loss of the key or failure to return the key will result in a \$50.00 charge to cover the replacement of locks. Upon separation of employment, either voluntary or otherwise, the identification card and key must be returned to LADD. Use of these items is only for employment purposes.

