



# Bates County Sheriff's Office

Chad Anderson, Sheriff

6 West Ft. Scott Street  
Butler, Mo 64730

Phone 660-679-3232

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## Door Access Authorization Form

Office Holder: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Gender: \_\_\_\_\_

Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

### Employee section

I understand the duties and responsibilities involved with the possession of door access credentials, that I will not borrow another individual's credentials or loan mine to another individual, and that I will not use my credentials to allow another individual access who is not in possession of their own credentials. I will also notify my employer immediately if my card is ever lost or stolen.

Employee Signature: \_\_\_\_\_

### Office Holder Section

I understand the duties and responsibilities involved with door access, along with the responsibilities surrounding the ownership of door credentials by myself and my employees. I also agree to contact the Sheriff's Office immediately upon notification of lost or stolen door access cards. I understand and agree that allowing the assignment of credentials to the above employee will then allow them managed access to the facilities.

Please indicate access restrictions below:

24x7 access       Weekdays 8a-5p       include weekend access

Office Holder Signature: \_\_\_\_\_

\*Please email form to [bdriver@batescountysheriff.com](mailto:bdriver@batescountysheriff.com) or deliver to Sheriff's Office.