


Memorandum

MIAMI-DADE
COUNTY

Date: June 1, 2009
To: All Water and Sewer Employees
From: John W. Renfrow, P.E., Director 
Subject: Water and Sewer Department Identification Card Application and Renewal Process for Employees

Effective Monday, June 1, 2009, Miami-Dade Water and Sewer Department (WASD) has made significant changes to the policies and procedures regarding security identification cards. Included in these procedures is a new application and renewal form. This requirement is mandated by the Code of Miami-Dade County, Chapter 32.

Prior to June 2009, WASD was using different color identification cards for access to WASD facilities. As new identification cards are issued and renewed, WASD will be eliminating all color cards for employees with the exception of the blue and red cards. The blue card will be utilized for general access to all WASD facilities. The red card will be used for entry into WASD designated restricted areas. WASD identification cards will be re-issued annually at no cost to employees. Both blue and red cards will expire annually and at the end of your birth month. Current cardholders with birthdays in August which have 2009 or 2010 expiration date on the card are now required to renew their identification cards beginning in June 2009. If your card is set to expire in August 2009-2010, you must begin the renewal process in June 2009. All WASD identification cards must be renewed 90 days before the expiration date.

In order to renew your WASD security identification card, please go to the WASD Intranet and go to the Operations link, Security Homepage. You will find all the necessary forms and policy as it relates to WASD identification cards. Below is a list of all the required forms.

- WASD identification card application. Must be completed and submitted in order to have a card issued to the employee.
- WASD Restricted/Limited Restricted Access/Lost/Stolen Identification Form. Must be completed and submitted with the WASD identification card application.
- WASD Student Intern Identification Request Form. Must be completed by all student interns and attached to the WASD identification application.

Please note that applications with missing, incomplete or incorrect information will be returned and not processed until all errors are corrected.

When an employee arrives at the WASD identification section, they will be required to sign and date the application in the presence of the WASD security staff. Employees must provide a valid U.S. driver's license, social security card or other approved U.S. government issued identification at the time the application is signed and witnessed by WASD staff. Miami-Dade County Ordinance 02-68 specifically states that WASD security staff must make copies of all original documents. Copies are not acceptable.

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Water and Sewer Department Identification Card Application and Renewal Process

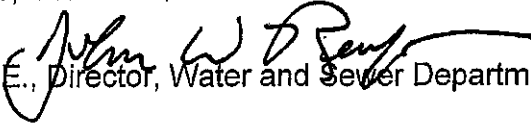
This process will improve the security of our facilities and ensure the safety of our most valuable resource, our employees. I, along with the rest of my administration, thank you for your cooperation. Should you have any additional questions, please do not hesitate to contact the Water and Sewer Security Unit at 786-552-8271.

Memorandum



Date: June 1, 2009

To: Vendors, Contractors, Consultants and non Water and Sewer Department employees

From: John W. Renfrow, P.E.,  Director, Water and Sewer Department

Subject: Water and Sewer Department Identification Card Application and Renewal Process

Effective Monday, June 01, 2009, all vendors, contractors, consultants and non Water and Sewer Department (WASD) employees will be required to renew their identification cards annually. This requirement is mandated by the Code of Miami-Dade County, Chapter 32. In keeping with the Code, the identification cards will expire annually specifically, on the last day of the birth month of the identification cardholder or the end of the WASD contract date, whichever comes first. Current cardholders with birthdays in August and which have 2009 or 2010 expirations date on the card are now required to renew their identification cards in June 2009. If your card is set to expire in August 2009-2010, you must begin the renewal process in June 2009. All WASD identification cards must be renewed 90 days before the expiration date.

In order to get a new or renew your WASD identification card, please go to Miami-Dade County's website, www.miamidade.gov/wasd, and link to the Security page. You will find all the necessary forms and policy as it relates to WASD identification cards. Below is the list of forms and/or documents that are required for the issuance of a WASD identification card.

- Authorization Letter (on your company letterhead). A sample letter with the suggested language is on the website. Please submit your authorization letter to: Miami-Dade County Water and Sewer Department, ID Room Coordinator, 3071 SW 38th Avenue, Suite 152, Miami, FL 33146. The original letter must be on file in the identification office in order to issue cards to employees.
- Request for Release of Plans/Company Background History Check. Complete and submit for each employee requesting a WASD identification card.
- WASD Safety Briefing. Some WASD facilities require a WASD Safety Briefing prior to the issuance of a WASD identification card. To determine if your employee requires a WASD Safety Briefing, please contact one of the WASD Safety Specialist at 786-552-8582, regarding compliance with this section.
- Non-WASD Employee Identification Card Application. Complete an identification card application for each employee.

Please note that applications with missing, incomplete or incorrect information will be returned and not processed until all errors are corrected.

Water and Sewer Department Identification Card Application and Renewal Process

When an identification card applicant arrives at the WASH identification room, they will be required to sign and date the application in the presence of WASH staff. Applicants must provide a valid U.S. driver's license, social security card or other approved government issued identification at the time the application is signed and witnessed by WASH staff. Miami-Dade County Ordinance 02-68 specifically states that WASH staff must make copies of all original documents. Copies are not acceptable. Applicants are required to pay all applicable fees associated with the issuance of the WASH identification card.

Thank you for your cooperation in this matter. Should you have any additional questions, please contact the Water and Sewer Security Unit at 786-552-8271.