



SUBJECT: Building Access and Security	EFFECTIVE: January 2008 REVIEWED: January 2012 REVISED: February 2023
CATEGORY: 800 (Facilities) POLICY NUMBER: 800.1	CROSS REFERENCE:

Purpose

To ensure the safety of city employees, equipment, and facilities by controlling access to city buildings, keys, and access cards.

Scope

This policy applies to all employees, elected officials, contractors, and volunteers of the city.

Policy

It is every employee’s responsibility to maintain control of all issued keys and access cards/badges and to secure city facilities when they are the last to leave. Any employees who notice something questionable related to building security in or around city facilities should contact the facilities emergency cell phone line or the police department as appropriate.

Building Access

Access:

Building access is limited to authorized users as determined by assigned badge settings. Employees and non-employees should use their own badge to enter buildings and spaces without relying on others unless being escorted to the appropriate space. No employee should allow another employee or guest to follow through an access-limited interior or exterior door unless escorting the person without express knowledge of the other person’s badge settings.

Hours of Use:

Designated buildings must have their public access doors unlocked at the start of business hours and locked at the end of each business day except for after-hours meetings. Local directors must submit a facilities request in advance for open hours changes (not applicable to Ledding Library).

Emergencies:

In the event of an emergency closure, a manual override of the system schedule (where applicable) may be performed to lock all doors. Some buildings have a lockdown button which will lock the doors immediately. A remote lockdown of the system may also be performed by Facilities staff; however, this process may take several minutes. In the event of a power outage in buildings without a power backup system, the designated facilities person for each building will manually lock the outside doors.

Building Security:

Department directors in each building will determine procedures to ensure the building is secured at the close of business each day.

After-Hours Meetings

All meeting rooms should be reserved using the city's Outlook calendaring system. For the Ledding Library, meetings must be reserved using LibCal, which is available on the library's website.

Staff who hold after-hours meetings at City Hall, Johnson Creek Building, and Public Safety Building must check out special arm/disarm access cards and instructions from the front desk of the meeting facility, unless their assigned badge has access to lock/unlock doors after hours.

Keys and Access/ID Badges for Employees

HR assigns necessary access for newly hired employees based on position. Requests for additional access must be submitted by the supervisor.

All physical keys are stamped with 'DO NOT DUPLICATE'. Only facilities personnel are authorized to have duplicate copies of keys made. Non-facilities employees may not duplicate city-issued keys.

Employees should never lend or borrow someone else's access badge or keys. Temporary access badges may be issued by the building facility coordinator.

Employees must report lost keys and/or access badges to their supervisor immediately. HR will reissue access badges; Facilities will reissue physical keys.

Upon an employee's departure from employment with the city, all keys and access badges card are collected by the direct supervisor. Supervisors should return physical keys to Facilities and access badges to HR.

Keys and ID Entry Cards for Non-Employees

When a need arises for a non-city employee, such as a contractor or volunteer, to have a key or ID badge, the supervisor authorizing access will send their information to the police department for a background check. Once they have passed the background, the authorizing supervisor will contact HR to schedule a badge appointment and provide access information.

Panic Buttons

Panic buttons are located in some areas of city hall, JCB, PSB, and the library. When activated, a signal is sent to the 9-1-1 dispatch center.

Responsibilities

Employees

- Communicate need for a change in access to supervisor.
- Keep key(s)/access badge secured.
- Report lost or stolen key(s)/access badge to your supervisor and HR immediately.
- Avoid borrowing or lending keys and access badges to anyone including other employees.

- Return all keys and access badges to supervisor on last day of employment with the city.
- Secure and arm the building when you are the last one out of a building.
- Approach unexpectedly unlocked buildings with caution; call 9-1-1 if necessary.
- Report after hours problems with securing and arming a building immediately to facilities at 503-786-7576.
- Avoid allowing others to enter secured buildings or areas of buildings without badge access unless being escorted to the appropriate location.
- Report any trouble gaining access with assigned badge to HR.

Managers/Supervisors

- Evaluate and determine key and access badge needs for new and current employees.
- Submit authorization forms to HR through the onboarding process at least one week prior to the employee's start date.
- For any changes in access, submit a new authorization form to HR.
- Notify HR immediately if an employee reports lost or stolen keys/access badge.
- Evaluate and determine key and access badge needs for contractors/volunteers and submit appropriate authorization to HR at least one week prior to the person needing access.
- Monitor employee access.
- Collect all keys and access badges on an employee's last day. Return access badge to HR.

Facilities

- Actively track distributed, returned, and lost/stolen keys.
- Monitor the physical buildings, repair and maintenance of physical alarm systems and hardware.
- Respond to the on-call number for security system issues.
- Troubleshoot reported hardware problems.
- Provide HR with an updated list of contractors authorized to have access to the building every three (3) months.

Human Resources

- Create and issue appropriate access badges for new employees during the orientation process and ensure new employees review and sign the policy.
- Keep all Security Access Requisition forms in employees' personnel files.
- Troubleshoot access badge issues.

Police Department

- Notify facilities division using the _facilities email of any building alarm call responses to include facility, date, time of day and findings to assist in isolating events in the alarm monitoring application.
- Schedule the appropriate security events to have the building unlocked and/or disarmed during times of reported after hour meetings at the Public Safety Building.

Information Technology (IT)

- Maintain software and hardware systems.
- Troubleshoot software and hardware systems.