



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: Building Access and Security</b>	<b>EFFECTIVE DATE: January 30, 2008</b> <b>REVIEWED:</b> <b>REVISED: January 31, 2012</b>
<b>CATEGORY:800</b> <b>POLICY NUMBER: 800.1</b>	<b>CROSS REFERENCE:</b>

**Purpose:** To ensure the safety of City employees, equipment, and facilities by establishing procedures for accessing City buildings and the control of building keys and access cards.

**Scope:** This procedure will apply to all employees, elected officials, contractors, and volunteers of the City.

**Policy:** Although the Facilities division has primary responsibility for each building, it is every employee's responsibility to maintain control of all keys and access cards issued to them and to secure the facility if he or she is the last one to leave the facility. In addition, if any employee sees something questionable they have a responsibility to contact the facilities emergency cell phone line or the Police Department as appropriate.

### Procedures

#### 1. Building Access

- A. Hours of Use: Designated buildings shall have their public access doors unlocked at the start of business hours and will be locked at the end of each business day with the exception of after hour meetings. In the event of an emergency closure a manual override of the system schedule will be performed to lock all doors currently open. In the event of a power outage in buildings without a power backup system, the designated facilities person for each building will need to manually lock the outside doors.
- B. Designated Monitor for the Building: Each building will have an individual(s) assigned to ensure that the building is secured at the close of business each day. This may be designated as the last person leaving the building for the day. For buildings such as the Pond House, where there is no assigned staff on site, it is especially important that the last one out of the building after each use secures the building.
- C. Arming and Disarming a Building
  - (1) City Hall - To arm the building when you are the last one out, swipe your card key at the arm/disarm reader once. In City Hall the reader will tell you that you have 60 seconds to leave the building if it arms properly. You must wait to see this message to know the building armed properly. If you receive a message that "Area 1 is not ready" then the building did not arm. Swipe your card key in front of the reader one more time. If the building still does not arm, then walk around to all internal and external doors with a card reader and pull them tightly shut, as it is often a door left slightly ajar that is preventing the building from arming. To disarm the building, swipe your card key in front of the reader at the back door. You then have to go inside immediately and swipe your card key in front of the arm/disarm reader on

the inside wall to the left of the next internal door. The building is still armed until the arm/disarm reader is swiped and the reader says "System Ready to be Armed". Otherwise, an alarm will be sent to 9-1-1 dispatch if motion is detected in the building while the building is still armed.

- (2) **JCB main building** - To arm the building swipe your card once in front of the arm/disarm reader on the inside wall in front of reception area. If you receive a message that "Area 1 is not ready" then the building did not arm. Swipe your card key in front of the reader one more time. If the building still does not arm, then walk around to all internal and external doors with a card reader and pull them tightly shut, as it is often a door left slightly ajar that is preventing the building from arming.

To disarm the building, swipe your card key in front of the reader at the front door. Proceed to the arm/disarm reader on the inside wall in front of the reception area and swipe your card key in front of the arm/disarm reader to disarm the building. The building is still armed until the arm/disarm reader is swiped and the reader says "System Ready to be Armed". Otherwise, an alarm will be sent to 9-1-1 dispatch if motion is detected in the building while the building is still armed.

- (3) **JCB Ops building** - To arm the building swipe your card once in front of the arm/disarm reader on the inside of the front door. If you receive a message that "Area 1 is not ready" then the building did not arm. Swipe your card key in front of the reader one more time. If the building still does not arm, then walk around to all internal and external doors with a card reader and pull them tightly shut, as it is often a door left slightly ajar that is preventing the building from arming.

To disarm the building, swipe your card key in front of the reader at the front door. Proceed to the arm/disarm reader inside the front door and swipe your card key in front of the arm/disarm reader to disarm the building. The building is still armed until the arm/disarm reader is swiped and the reader says "System Ready to be Armed". Otherwise, an alarm will be sent to 9-1-1 dispatch if motion is detected in the building while the building is still armed.

- (4) **Ledding Library** - To arm the building swipe your card once in front of the arm/disarm reader located inside the back door. If you receive a message that an area of point is not ready then the building did not arm. Swipe you card key in front of the reader one more time. If the building still does not arm, check that the back door is shut tightly as it may be preventing the system from arming.

To disarm the building, swipe your card at the back door to enter the building. Swipe your card in front of the arm/disarm reader to disarm the building. The building is still armed until the arm/disarm reader is swiped and the reader says "System Ready to be Armed". Otherwise, an alarm will be sent to 9-1-1 dispatch if motion is detected in the building while the building is still armed.

- (5) **Library Pond House** - To arm the buildings swipe your card once in front of the arm/disarm reader on the inside of the entry doors. If you receive a message that "Area 1 is not ready" then the building did not arm. Swipe your card key in front of the reader one more time. If the building still does not arm, then walk around to any internal and external doors with a card reader and pull them tightly shut as it is often a door left slightly ajar that is preventing the building from arming.

To disarm the buildings, swipe your card key in front of the reader at the entry door. Proceed to the arm/disarm reader inside the entry door and swipe your card key in front of the arm/disarm reader to disarm the building. The building is still armed until the arm/disarm reader is swiped and the reader says “System Ready to be Armed“. Otherwise, an alarm will be sent to 9-1-1 dispatch if motion is detected in the building while the building is still armed.

- (6) **JCB Fleet Shop, Pole barn, Sign Shop and Records Storage buildings** - To arm the buildings swipe your card once in front of the arm/disarm reader on the inside of the entry doors. If you receive a message that “Area 1 is not ready” then the building did not arm. Swipe your card key in front of the reader one more time. If the building still does not arm, then walk around to any internal and external doors with a card reader and pull them tightly shut as it is often a door left slightly ajar that is preventing the building from arming.

To disarm the buildings, swipe your card key in front of the reader at the entry door. Proceed to the arm/disarm reader inside the entry door and swipe your card key in front of the arm/disarm reader to disarm the building. The building is still armed until the arm/disarm reader is swiped and the reader says “System Ready to be Armed“. Otherwise, an alarm will be sent to 9-1-1 dispatch if motion is detected in the building while the building is still armed.

- (7) **Public Safety Building** PSB is manned 24/7, so arm/disarm procedures do not normally apply. Individuals with entry past the front lobby must successfully pass a background check and wear a current City of Milwaukie photo ID card.

- D. **Employees responsible for after-hours meetings**: Individuals acting as City liaison for meetings held within various City buildings before and after standard work hours will ensure that: 1) they arrive to the facility prior to designated scheduled unlock time, and 2) the building is secure, and 3) that any alarm systems are activated before leaving the building at the end of the meeting. It is imperative that the alarm is set after everyone has left the building for the day.
- E. **Approaching an Unarmed Building**: If a person approaches a building at the beginning of the workday or for a meeting and finds the building unarmed, that individual should exercise judgment in whether it is safe to enter the building or to immediately notify the Police Department and request an officer check the building before entering. Things to consider include: 1) does there appear to be any forcible entry, 2) are there people who use alternative transportation that may be in the building yet there is no car in the parking lot, or 3) is the building currently being cleaned. By using the arrow buttons on the keypad to scroll down, the panel will indicate when a system was unarmed. If a door is not only unarmed but also open, contact the Police before entering the building. All buildings that are unarmed when the first person arrives should be reported to the designated person responsible for securing that particular facility and also reported to Facilities as necessary.

## **2. Scheduling Meetings**

When an employee holds a meeting after normal business hours they are to enter that information into the City meeting calendar. The calendar can be accessed by scrolling down the Outlook folder bar to Public Folders/All Public Folders/City Calendars/Web Events Calendar. An entry made on the calendar for a meeting outside of normal work hours should also be sent to the identified calendaring person in Records and Information Management.

**Staff employees who need to hold an after-hours meeting with public access requirements will check out special arm/disarm key cards from the front desk of the facility in which they intend to**

**hold the meeting. A designated person at the front desk of each facility will have a system for recording who has the key cards, when they were checked out, and when they were returned. One of the cards opens the building, another arms/disarms the building, and the third card locks the building. There are five sets of key cards for City Hall, Ledding Library, the Pond House, JCB front building, and PSB.**

### **3. Keys and ID Entry Cards for Employees**

The Department Supervisor will indicate on the Employee Resource Authorization Form what access is needed by a newly hired employee. This form lists buildings and rooms that the employee will be authorized to enter based upon their specific job assignment, along with information about other authorizations and equipment the person will receive. This form will be sent to Human Resources who will issue the ID/access card.

In an effort to track keys and ID/access entry cards, HR will maintain the authorization form. In addition to any other information it will include:

- Key/Access card #
- Date issued
- Date returned
- Loss

All keys issued will be stamped with 'DO NOT DUPLICATE'. Only Facilities personnel are authorized to have duplicate copies of keys made. Other employees shall not duplicate these keys.

Employees should never lend or borrow someone else's ID/access card or keys. If someone's card has been lost or stolen and they need temporary access, see the building facility coordinator.

Employees must immediately report lost keys and/or ID/access cards to their supervisor and Human Resources. Human Resources will reissue keys or ID/access cards. After the 2<sup>nd</sup> lost or stolen card, there will be a \$10 fee for new cards. This fee will begin with the 3<sup>rd</sup> card that needs to be issued to any individual.

Upon an employee's departure from employment with the City, the individual will be required to return any and all keys and ID/access card to the Human Resources office. **Keys and ID Entry Cards for Other Than City Employees**

#### **A. Those contracted or otherwise engaged to do work for the City:**

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 the access will send the attached form to Human Resources and will send the person to the Police department to sign an authorization form to initiate a background check. Police records will notify HR when a background check is complete and also the results of the background check. Once HR has received that information, HR will notify the supervisor of the outcome.

If the person passed, the supervisor is responsible for notifying the contractor that they are approved and need to contact the HR department to set up a time to create an ID badge. There will be a \$15 refundable deposit on all identification cards issued to non-City employees. HR will set up the access for the card per the instructions on the form. If the person does not pass the background check, HR will notify the supervisor who will have the responsibility to notify the contractor of the results.

**B. Reserving the Public Safety Building Community Room for other than City employees**

The Public Safety Community Room is available for public and private agency use when not in use by City staff or the Emergency Operation Center. (This is the only City facility available for reservation by someone who is not part of the City Staff.) A form outlining the process is attached to this policy and also available at the Police reception area. The room is reserved through the Police receptionist who will issue a limited access card once a reservation has been accepted and the deposit paid.

When a person is reserving the PSB Community room for after-hours use, they will need to check out a temporary access card from the front desk at PSB. They will also need to show identification and pay a \$55 refundable deposit. This is for the deposit on the access card and the room. This can be paid in the form of a check to the City of Milwaukie or cash. Money will be deposited and a refund will be made following the return of the card key.

**5. System Monitoring**

HR will have responsibility for running periodic reports of activities in and out of the buildings. Reports will be made available to supervisors for review. IST will monitor the system on a daily basis during normal business hours.

**6. Problems with access and security system**

The Facilities division has responsibility for being the first responders for building issues both during work hours and after hours. If someone has a problem with building access or arming a building after hours, the employee should contact the **facilities number at 503-786-7576**. When contacting this number, leave a detailed message of the issue. If you are unable to arm the system, wait fifteen (15) minutes for a response. If you have not received a response in that time, you may leave the building. Phones are accessible in conference rooms and/or the front desk area of the buildings.

If it is an emergency situation requiring a person to use one of the panic buttons in a building, the signal will go directly to 9-1-1 dispatch rather than to facilities.

**7. Additional Safety Issues**

Panic buttons are located in some areas of City Hall, JCB, PSB, and the Library. When activated, these ring directly to the 9-1-1 dispatch center. The buttons are wireless (except for the one at JCB). They indicate in which building a button was pushed, but not the location within the building.

**Responsibilities**

**Employees**

- Communicate any need for a change in access to your supervisor.
- Keep key(s)/access cards secured at all times.
- Report any lost or stolen key(s)/access cards to your supervisor and Human Resources immediately.
- Do not borrow or lend keys and access cards to anyone including other employees.
- Return all keys/access cards to HR on or before your last day of employment with the City.
- By Thursday of the prior week place on the City's web calendar all after hour meetings that require the building be unlocked. Also send this information to the calendaring person in Records and Information Management. Follow up with the HR assistant if you want the building unlocked and unarmed more than fifteen (15) minutes prior to the meeting and to stay unlocked more than one (1) hour after the beginning of the meeting.

- Secure and arm the building when you are the last one out of a building.
- If it appears you are the first one to a building and it is already unlocked use caution. Could there be another employee that commonly uses alternative transportation in the building and that is why you are not seeing a car in the parking lot? If you believe you are the first one present and the door is unlocked or open, then contact the police prior to entering the building.
- All after hour problems with securing and arming a building should be reported immediately on the facilities number at 503-786-7576.
- Do not let non-employees “shadow” you as you enter secured buildings or areas of buildings unless you are escorting the person to the appropriate location.
- Report any trouble gaining access with assigned card to HR.

### **Supervisor**

- Evaluate and determine key and access card needs for new employees and current employees.
- Submit authorization forms to Human Resources at least one week prior to the start date for an employee.
- For any changes in access, submit a new authorization form to Human Resources.
- Notify HR immediately if an employee reports lost or stolen keys/access card.
- Evaluate and determine key and access card needs for contractors/volunteers and submit appropriate authorization to HR at least one week prior to the person needing access.
- Monitor employee access.

### **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 hardware problems reported by HR when access of someone’s card is denied.
- 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 cards for new employees during the orientation process and ensure new employees sign the corresponding authorization form.
- Keep all Security Access Requisition forms in employees’ personnel files.
- Ensure all access cards are returned on an employee’s last day. Initial what has been returned on the equipment authorization form.
- At least twice per month run and monitor reports of activity in the building and distribute to appropriate party such as facilities, IST or supervisor as necessary.
- Troubleshoot reported problems with cards by first checking access assigned to card. If it is found that appropriate access is authorized then report issue to facilities.

### **Records and Information Management**

- Calendar employee staffed after hours meetings at City facilities.

## **Police Department**

- Notify Facilities Department 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 Systems and Technology**

- Program the software and hardware systems.
- Monitor and troubleshoot the software and hardware systems on a daily basis during normal business hours or as needed after hours.
- Upgrade the software and hardware systems.

## **What to do if you cannot ARM the building:**

- ❖ Check to see if there are any other people in the building.
- ❖ Check perimeter doors to ensure they are latched properly (try opening and closing them).
- ❖ Check any internal doors with card readers to ensure they are pulled closed tightly.
- ❖ By using the scroll keys on the panel keypad (up or down arrows), scroll through any messages on the panel. This could give you an idea of which area is unsecured.
- ❖ After following the steps above and the panel reads "System is Ready," retry arming the building by waiving your card in front of the card reader once. Wait a minute before retrying.
- ❖ If you still cannot arm the building, please call **503-786-7576**. This is the direct number to the facilities person on-call. If you must leave a message be sure to leave:
  - Your NAME
  - The TIME and DATE
  - The BUILDING you are trying to arm
  - A DETAILED message of the issue and the troubleshooting steps you have taken
  - A call-back NUMBER where the on-call employee can reach you
- ❖ If no one has arrived and you have not received a response within 15 minutes, you may leave the building.

**Before you leave, ensure all exterior doors are locked, even if the building is not armed.**



**City of Milwaukie  
Equipment Authorization Form**

<b>Employee Name:</b>	<b>Title:</b>
<b>Work Location:</b>	<b>Start Date:</b>
<b>Supervisor Name:</b>	<b>Request Date:</b>
<b>Status: &lt;drop down&gt;</b>	<b>Separation Date:</b>

**Human Resources**

<input type="checkbox"/> Signed Computer Policies	Certified by:	<staff name>	Date:	<date>		
<b>Item</b>	<b>Grant</b>	<b>Date</b>	<b>Staff</b>	<b>Term</b>	<b>Date</b>	<b>Staff</b>
ID/Security Badge	<input type="checkbox"/>			<input type="checkbox"/>		
<security levels>						

**Finance**

Item	Grant	NA	Date	Staff	Term	Date	Staff
Purchase Card	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Wells Fargo Account	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Time Entry	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**Facilities and Fleet**

Item	Grant	NA	Date	Staff	Term	Date	Staff
<key names>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
<key names>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
<key names>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**Equipment - General**

Item	Issue Date	NA	Staff	Return Date	Staff
Desk Phone		<input type="checkbox"/>			
Voicemail only		<input type="checkbox"/>			
Pager		<input type="checkbox"/>			
Cell phone		<input type="checkbox"/>			
Laptop		<input type="checkbox"/>			
Mobile Printer		<input type="checkbox"/>			
PDA		<input type="checkbox"/>			
Flash Drive		<input type="checkbox"/>			
Memory Card		<input type="checkbox"/>			
Readers		<input type="checkbox"/>			
Digital Camera		<input type="checkbox"/>			
Digital Voice		<input type="checkbox"/>			
Recorders		<input type="checkbox"/>			
Notary Journal		<input type="checkbox"/>			
Other		<input type="checkbox"/>			
<specify>					

**Equipment - Police and Public Works**

Item	Issue Date	NA	Staff	Return Date	Staff
Shirts: <qty>		<input type="checkbox"/>			
Pants: <qty>		<input type="checkbox"/>			
Personal Protective Gear: <explain>		<input type="checkbox"/>			
800 Mhz Radio		<input type="checkbox"/>			
Other <specify>		<input type="checkbox"/>			
<weapon>		<input type="checkbox"/>			



**City of Milwaukie  
Equipment Authorization Form**

**IST Accounts  
General Employees**

Item	View Only	Modify	Grant	Grant Date	Staff	Term	Turn Off Date	Staff
Network Account <i>Emulate account:</i> <specify name>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
E-mail Account <i>Emulate account:</i> <specify name>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Department Mailbox <specify mailbox>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Incode Account <i>Emulate account:</i> <specify name> <i>Specify Access:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**Public Works**

Hansen-Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Hansen-Storm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Hansen-Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Hansen-Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Manager Plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Telemetry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
SCADA Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
X/C2 (Water)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**Police and/or Court**

EvidenceOnQ (property room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
EvidenceOnQ (asset mgmt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
SpeedShift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
WebLEDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
ePPDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
CLASS/CLASSWE B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Lenel (Security)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
E-Citation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
NetMotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
AutoCite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
DMV (Court)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**Department Specific**

Accts Payable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Accts Receivable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Action Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Building Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Cash Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Check Reconcil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
GL-Budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		



**City of Milwaukie  
Equipment Authorization Form**

<b>Item</b>	<b>View Only</b>	<b>Modify</b>	<b>Grant</b>	<b>Grant Date</b>	<b>Staff</b>	<b>Term</b>	<b>Turn Off Date</b>	<b>Staff</b>
GL-Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
GL-Mgmt Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Municipal Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Time Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Utility Billing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Fixed Assets (AMSI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
Filenet <library>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
COMContacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
PreAppTracker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
VPN Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**Notes:**



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## Personnel and Administrative Policy and Procedure

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**Complete and Return to HR**

### BUILDING ACCESS AND SECURITY POLICY

I, \_\_\_\_\_, have received and read a copy of  
(Print Name)

the Building Access and Security Policy and agree to follow the procedures set forth in the policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date