



ADMINISTRATIVE PROCEDURES

TITLE: Building Security and Access		PROCEDURE #: 524-A
DEPT: Business Services		DIVISION: Risk Management
EFFECTIVE DATE: 1/09	REVIEWED: 3/09	REVISED: 3/09

OBJECTIVE: To establish procedures for requesting and issuing keys and keycards for access to buildings owned and operated by Marion County.

REFERENCE: Policy #524

POLICY STATEMENT: To establish the requirements for gaining key and keycard access to Marion County facilities.

APPLICABILITY: All county departments, county employees, volunteers and contracted providers who may need key or keycard access.

PROCEDURES:

I. Definitions:

- a. **Building Access Coordinator:** An employee assigned to coordinate with department access coordinators when multiple departments exist within a single building.
- b. **Department Access Coordinator:** An employee within each county department who will coordinate key and keycard access for employees of that department.
- c. **Grand Master Key (GM):** A Medeco key that opens all locks within a specific building, with the exception of single key different locks and doors with a keycard reader.
- d. **Great Grand Master Key (GGM):** A Medeco key that opens all county locks, with the exception of the single key different locks.
- e. **Keycard:** An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.
- f. **Master Key:** Provides access to a group of rooms within a department or building.
- g. **Passkey:** Provides access to a single room, office or door within an individual building.
- h. **Single Key Different (SKD):** A unique Medeco key that opens a single secure door that is not part of the lock system hierarchy. SKD locks are used only where the sensitive nature of the materials requires additional security (for example, evidence storage rooms or ammunition storage rooms).

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II. Keycard Access and Issuance:

All employees will be issued keys and keycards needed to access offices and/or work areas. Only one keycard may be active for an individual at any time.

All requests for keycards must be submitted in writing on an *Access Card Order Form*. Authorization from the employee's immediate supervisor and department access coordinator must be received by facilities management.

Facilities management will issue access cards and keys to new employees during county new employee orientation. At the time a recruitment is filled, department access coordinators will, as part of their process of registering a new employee for new employee orientation, submit to facilities management the employee's name, department, job title, office location and completed *Access Card Order Form*. Facilities management will establish the new employee's keycard access and reserve keys if necessary. All issued items will be inventoried and signed for by the employee during new employee orientation. Departments with specialized needs, including public works and sheriff's office institutions, may issue keys to employees with supervisory approval. The recipient must sign for all assigned keys.

In cases where the employee will not be attending new employee orientation or their scheduled shift falls outside normal business hours, the department access coordinator or supervisor may sign for the key and/or keycard on behalf of the employee. An accurate inventory must be kept and forwarded to facilities management no less than quarterly. Department access coordinators may request access be granted to outside agents, vendors and contractors with approval from the appropriate department head or elected official.

Volunteers who require keycard access must be registered with the volunteer coordinator before a keycard will be issued. The department access coordinator is responsible for securing the keycard at the completion of the volunteer's assignment.

In the event a key or keycard is lost or stolen, facilities management must be notified as soon as possible so that the security of the facility can be preserved. Notification should be done even if there is a chance that the card may later be found. Lost or stolen keycards will not be replaced until the department access coordinator provides written notification of the situation to facilities management and the employee's immediate supervisor.

III. Key Issuance:

A GGM key shall not be issued to anyone outside of facilities management. The issuance of this key is restricted and should not be issued to anyone who is not in a management position. In an emergency situation involving life safety, the GGM may be temporarily issued to emergency responders. At the conclusion of the event, the GGM must be retrieved and accounted for.

Department heads and elected officials may request that GM keys be issued for employees based on business needs. The issuance of GM building keys will be limited only to those employees

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who have a need for frequent access in order to perform job-related responsibilities. All key requests will be carefully reviewed. A GM key request will require the signature of the department head or elected official requesting the key. Requests for keys that will allow access to another department's work area requires prior approval from the department head or elected official who occupies the space that would be accessible.

Department access coordinators may request passkeys or master keys only for areas that their assigned department occupies.

The facilities management work order system will be used to request changes to locks or keying, with the exception of the public works campuses. Public works will continue to maintain the locks at the public works campuses. Public works shall provide facilities with an accurate record of the locking system hierarchy that is in place at the public works campus.

Requests for single key different (SKD) locks will require approval of the appropriate department head or elected official and the chief administrative officer.

IV. Change Status:

Department access coordinators must immediately notify facilities management of any change in status or business arrangement that will result in restricting building access or terminating building access.

Department access coordinators may request a change to an existing keycard's lock and unlock times for their areas. Department access coordinators shall obtain all necessary approvals prior to forwarding such request to facilities management. Facilities management may verify changes in status with human resources before executing changes as a result of reassignment to another department or other status changes that would result in granting additional access. Public works will notify facilities management regarding similar requests at public works campuses.

Department access coordinators may request temporary changes to access hours and days. Such temporary changes may be required when special projects or deadlines require employees to work beyond their normal schedule. Temporary access will not be granted to areas not occupied by the employee's department. Request for access to another department's area will require the authorization of the department head or elected official who occupies the space.

V. Department Access:

Departments will develop access protocols for employees, agents, contractors and visitors based on business need, job specifications, and nature of work performed in the area.

VI. Replacement Keys or Keycards:

The initial keycard and necessary keys will be issued to new Marion County employees without charge.

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Keys and keycards that are broken or worn will be replaced without a charge. The original keycard or parts of the broken key must be returned to facilities management or to the public works security personnel for public works campuses.

Replacement of lost or stolen keycards or failure to return assigned keycards may result in charges to the person identified as the keycard or key assignee.