

**SUBJECT: BUILDING SECURITY AND ACCESS - DRAFT**



**ADMINISTRATIVE PROCEDURES**

<b>TITLE: Building Security and Access</b>		<b>PROCEDURE #: 524-B</b>
<b>DEPT: Business Services</b>		<b>DIVISION: Risk Management</b>
<b>EFFECTIVE DATE: TBD</b>	<b>REVIEWED: 6/2023</b>	<b>REVISED: 6/2023</b>

**OBJECTIVE:** To establish procedures for requesting and issuing one-day keycard access to buildings owned and operated by Marion County.

**REFERENCE:** Policy #524

**POLICY STATEMENT:** To establish the requirements for issuing one-day keycards for Marion County facilities.

**APPLICABILITY:** All Marion County employees, volunteers, and contractors.

**PROCEDURES:**

1. Definitions:
  - 1.1. Department Access Coordinator: An employee within each county department who will coordinate key and keycard access for employees of that department.
  - 1.2. Keycard: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.
2. One-Day Keycard Requests and Activation:
  - 2.1. All employees with an active keycard needed to access offices and work areas may request a one-day keycard in the event they have forgotten theirs for the day.
  - 2.2. Only one keycard may be active per employee/individual at any time, and therefore the employee's original key card will be disabled when the temporary keycard is issued.
  - 2.3. All employee requests for one-day keycards must be submitted through an *Access Request Form*. Authorization from the employee's immediate supervisor and department access coordinator must be received by facilities management.
    - 2.3.1. Business Services will issue all department access coordinator inactive keycards to give to any department employee that has been authorized to receive a temporary keycard. Requests for additional inactive keycards shall be submitted via email to [Keycard\\_Schedule@co.marion.or.us](mailto:Keycard_Schedule@co.marion.or.us) or by calling Business Services.
    - 2.3.2. Upon the completion of the Access Request Form, the access coordinator shall work directly with Business Services to activate the temporary key card and disable the original keycard of the employee.

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2.4. In the event a one-day keycard is lost or stolen, Business Services must be notified as soon as possible to ensure the security of the facility can be preserved. Notification should be made even if there is a chance that the card may later be found.

2.4.1. Lost or stolen keycards will not be replaced until the department access coordinator provides written notification to Business Services and the employee's immediate supervisor.

3. Active Status:

3.1. All one-day keycards will be preset to disable after 9:00 a.m. of the following day it was issued.

3.2. The employee's original keycard will be temporarily disabled until the one-day keycard is returned to the department access coordinator.

3.3. Upon notification from the department access coordinator that the one-day keycard has been returned, Business Services shall reactivate the employee's original keycard and delete the one-day temporary card from the employee's account.

3.3.1. The one-day keycard will then be deactivated and reassigned to the issuing department account, ready for the next assignment.

4. Replacement One-Day Temporary Keycards:

4.1. Replacement of lost or stolen one-day keycards or failure to return assigned keycards may result in charges to the employee that was issued the temporary keycard.