



ADMINISTRATIVE PROCEDURES

TITLE: Countywide Building Access Matrix		PROCEDURE #: 524-C
DEPT: Business Services		PROGRAM: Risk Management
EFFECTIVE DATE: 1/09	REVIEWED: 11/24	REVISED: 05/25

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

REFERENCE: Policy #524

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

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

PROCEDURES:

1. Countywide Building Access Matrix:

- 1.1. Any request for countywide access will be approved or denied according to the guidelines of the Countywide Building Access Matrix.
- 1.2. Any request outside of the Countywide Building Access Matrix must be authorized by the Marion County CAO prior to access being granted.

Countywide Building Access Matrix - Procedure 524-C

Locations:			Courthouse	Courthouse Square	Health	Juvenile	PSB	Corrections	Dog Shelter	Public Works	Gates/Fuel
Group	Organization	Job Title / Role	(County/Court)	(County/Transit)	(County)	(County/Court)	(County)	(Court)	(County)	(County)	(County)
1	BS-FM	Facilities Management (Managers & Supervisors) Electrician Bldg Maintenance Specialist	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All	Yes
	BS-Admin	Business Services Director Business Services Administrative Manager									
	BS-RM	Risk Manager Loss Control Coordinator									
2	BOC	CAO County Commissioner Deputy CAO	Level 1 - County Excludes Court Records	Level 1 - County	Level 1 - County	Level 1 - County	Level 1 - County	N/A	Level 1 - County	Level 1 - County	Yes
3	BS-FM	Custodial Worker	Level 5 - County Excludes Court Records	Level 5 - County	Level 5 - County	Level 5 - County	Level 5 - County	Level 5 - County	Level 5 - County Limited To 118A, 118B, 127, 130B,	Level 5 - County	Yes
4	IT	IT Director/ Deputy Director / Managers / CIO IT Administrator Database Administrator Support Specialist (IT)	Level 1 - County Excludes Court Records	Level 1 - County	Level 1 - County	Level 1 - County	Level 1 - County	N/A	Level 1 - County	Level 1 - County	Yes
5	SO	Sheriff Under Sheriff Enforcement Commander Enforcement Lieutenant Enforcement Sergeant Enforcement Deputy	Level 1 - All Excludes Court Records	Level 1 - County	Level 1 - All	Level 1 - All	Level 1 - All	Level 1 - All	Level 1 - All	Level 1 - All	Yes

Level 1 = 24/7 (Always - Holidays Included)
 Level 2 = 5:00a - 10:00p Su-Sa (Extended - No Holidays)
 Level 3 = 6:00a - 8:00p M-F (Standard - No Holidays)
 Level 4 = 7:30a - 5:30p M-F (Courts - No Holidays)
 Level 5 = 3:00p - 3:00a M-F (Custodial - No Holidays)

All = County and Non-County doors (Excludes IT Network, DA Areas, JUV Det
 County = All County doors (Excludes Non-County areas such Housing and Transit) (Excludes IT Network, DA Areas,

*DA Areas need their own CJIS Clearance through the DA's Office
 *IT Network Rooms removed from groups 2-6 (Needs IT approval)