



ADMINISTRATIVE POLICIES

SECTION:	Health, Safety & Security		POLICY #:	524	
TITLE:	Building Security and Access		PROCEDURE #:	524-A	
			ORDER #:	09-3	
DEPT:	Business Services		DIVISION:	Risk Management	
ADOPTED:	1/09	REVIEWED:	4/09	REVISED:	4/09

PURPOSE: The purpose of this policy is to establish organizational guidelines for protecting the property, privacy and security of county employees, volunteers and members of the public by regulating which persons are issued keys and keycards for access to buildings owned and operated by Marion County.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body's formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Administrative Policies and Procedures Manual of the Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY: This policy applies to all county departments, county employees, volunteers and contracted providers who may need key or keycard access.

GENERAL POLICY: This policy establishes the requirements for gaining key and keycard access to Marion County facilities.

POLICY GUIDELINES:

I. Definitions:

- a. **Department Access Coordinator:** An employee within a county department assigned by the department head or elected official to coordinate key and keycard access for employees of that department.

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- b. Building Access Coordinator: An employee assigned to coordinate with department access coordinators when multiple departments exist within a single building.
- c. Keycard: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.
- d. High Security Area: A Marion County building or area within a building that requires a greater level of security because it is subject to provisions of the Federal Bureau of Investigation Criminal Justice Information System (CJIS) security policy, or because the nature of the business operations within that building or area requires a heightened level of security.
- e. Identification Card: A county-issued identification card that displays an employee's or a volunteer's name, photograph and supervising department.

II. Responsibilities:

All county employees and volunteers are responsible for becoming familiar with the Marion County Building Security and Access policy and procedures. Department heads and elected officials are responsible for ensuring that employees and volunteers comply with the policy and procedures.

The Marion County Business Services department, through the facilities management division, is responsible for maintenance and installation of all locks, card readers, and buildings owned by Marion County. Facilities management may delegate responsibility of the key and keycard systems to departments that have specialized needs such as the sheriff's office institutions division and public works.

Whenever feasible, the building security procedures for leased facilities operated by the county shall be the same as that of county-owned facilities.

Keys and keycards are the exclusive property of Marion County. No county key or keycard shall be duplicated by anyone other than facilities management personnel unless delegated to do so by facilities management. A redundant keycard access system will be kept in place at public works to allow for ease of operational needs in public works and to provide backup for business continuity planning.

Facilities management will be responsible for maintaining countywide records for issuance and use of all keys and keycards.

Marion County reserves the right to deactivate keycards at any time without notice. The holder of a deactivated card shall promptly return it to the department access coordinator. The department access coordinator shall return all keys and keycards to facilities management as soon as they are no longer needed. Facilities management may delegate to departments with specialized needs, including public works and the sheriff's office institutions, the authority and responsibility to collect and maintain all unused keys and keycards for their respective areas.

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Key and keycard holders shall immediately notify their department access coordinator if a key or keycard is misplaced, lost or stolen. Failure to immediately report a lost or stolen key or keycard may result in disciplinary action.

Individuals shall only use or hold keys or keycards that are officially assigned to them. No person shall allow the use of a key or keycard to give access to a person who does not have authority to be in the controlled space. Keys and/or keycards may not be loaned or re-assigned except through Marion County Facilities Management or public works for public works campuses. Misuse of a key or keycard may result in disciplinary action.

Department access coordinators are responsible for tracking keys and keycards, and for maintaining accurate records. Obsolete or unneeded keys to other than Public Works campuses must be returned to facilities management.

III. Identification Cards:

All employees and volunteers shall be issued a photo identification card, which they must keep with them while conducting Marion County business. Departments may establish requirements for displaying county identification while conducting county business or working in restricted areas. Departments may also establish policies requiring visitors, contractors or other persons to wear temporary visitor identification badges while unescorted in a department.

IV. Building Access:

Employees, volunteers, or other individuals who need regular access to county buildings, will be issued the least number of keys and the lowest level of access in the locking system hierarchy that is necessary, based on their job duties.

Department heads and elected officials shall name one department access coordinator and one or more alternates. Department access coordinators shall support the department head or elected official in coordination of department accesses. The department head or elected official is responsible for notifying facilities management if there is a change of designated department access coordinator. Department access coordinators may request keys or keycards only for those buildings where their department is located. Department access coordinators may not authorize access to another department's space. In the event that such access is necessary, both departments will have to authorize the access before it will be granted.

Department access coordinators may grant access to common or shared areas within a building occupied by one or more departments. When multiple departments occupy a single building, a building access coordinator shall be assigned to coordinate requests from the individual department access coordinators to ensure consistent application of this policy and to resolve conflicting access issues.

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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.

It is necessary that certain individuals and positions be granted access to buildings and areas outside of their assigned department. A building access matrix shall therefore be established under the direction of the Marion County Chief Administrative Officer (CAO), which will identify building access levels for these individuals and positions, based on business need and assigned responsibilities. Countywide access shall not be granted to individuals whose positions are not included on the access matrix. Requests to include an employee or position on the access matrix shall be submitted to the CAO by a department head or elected official. The CAO has sole discretion and authority to add an employee or position to the access matrix.

V. High Security Access Areas and Buildings:

Specific buildings owned or leased by Marion County may be designated by the CAO as high security access buildings. These include the courthouse, the juvenile department, the justice courts, and the jail complex. Access to high security areas and buildings does not imply authority over the area. Authority for high security areas and buildings remains with the department head or elected official charged with the security of that area.

Areas within buildings owned or leased by Marion County that are subject to the CJIS security policy shall be designated as high security access. Department heads and elected officials may request that the CAO also designate certain additional areas, which are not specifically covered by the CJIS security policy, as high security access.

Individuals whose positions require unescorted access into high security areas or buildings shall comply with the provisions of the CJIS security policy, including a fingerprint-based national records check. Individuals who do not receive CJIS clearance shall not be granted access to high security areas or high security buildings. Access to high security areas shall not be granted prior to CJIS clearance.

Employees, volunteers and members of the public who enter high security access buildings or areas must be escorted and must comply with the building security and access policy. Additional security requirements may exist for these buildings and will be referenced in the applicable building security and access procedures.

VI. Exceptions:

This policy does not apply to the large brass skeleton keys at the jail, vehicle keys, or public works equipment keys.

VII. Periodic Review:

The Marion County Risk Manager shall review this policy and corresponding procedures annually and update it as needed.

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Countywide Building Access

Group	Organization	Job	Courthouse 100 High St (County/Court)	Courthouse Square 555 Court St (County/Transit)	Health 3180 Center St 2421 Lancaster Dr (County)	Juvenile 2970 Center St 3030 Center St (County/Court)	Parole/Probation 4040 Aumsville Hwy (County)	Corrections 4000 Aumsville Hwy (Court)	Dog Shelter 3550 Aumsville Hwy (County)	Public Works Building One Silverton Rd	Gates/Fuel (County)
1	BS FM BS FM BS FM BS-Admin BS-RM BS-RM	Bldg Maintenance Specialist Electrician Facilities Management Business Services Director Loss Control Manager Risk Manager	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Yes
2	BOC BOC BOC	CAO County Commissioner Deputy CAO	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 1 n/a	Level 1 County	Level 1 All	Yes
3	BS FM	Custodial Worker	Level 6 Excludes Court Records and IT Network	Level 6 Excludes Non-County and IT Network	Level 6 Excludes IT Network	Level 6 Excludes IT Network	Level 6 Excludes IT Network	Level 6 Excludes IT Network	Level 6 Limited To 101, 127, 130B 134 and 137	Level 6 Excludes IT Network	Yes
4	IT IT IT IT IT	CIO/Deputy Director / Managers Network Analyst 3 Senior Database Administrator Database Administrator Support Specialist Telecom Tech	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 2 County	n/a	Level 1 County	Level 1 County	Yes
5	SO SO SO SO SO	Enforcement Commander Enforcement Deputies Enforcement Lieutenant Enforcement Sergeants Sheriff Under-Sheriff	Level 1 Excludes Court Records	Level 1 County	Level 1 County	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Yes
<p>Level 1 = Always Level 2 = 05:30a - 08:00p - 7 Level 3 = 06:00a - 10:00p - 5 Level 4 = 06:00a - 08:00p - 5 Level 5 = 07:30a - 05:30p - 5 Level 6 = 03:30p - 01:15a - 5</p>			<p>All = County and non-county doors County = All County doors but does not include non-county areas such as housing and transit. Common = Common doors within a given building, not related to specific departments. ie: stairwells and entry doors.</p>								