

## **Building Security Access Policy** *Frequently Asked Questions*

### ***Why do we need a building security and access policy?***

The purpose of the policy is to protect the safety of our employees as well as the privacy of the confidential personal and financial records that are kept in many of our departments. In addition, the policy gives departments greater control over who has access to their work areas.

### ***I need access to multiple buildings but my job is not listed on the countywide access matrix. How do I get that access?***

Departments are free to grant access to their work areas to anyone they believe has a business need for such access. Supervisors who have employees that will need access to a department other than their own should contact their department access coordinator for assistance

### ***Who can make a request for a key or key card for an employee?***

Each department has designated a department access coordinator who will make all requests for key and key card access to facilities management. The employee's supervisor should make the request to the department access coordinator.

### ***How do I get my new key and/or key cards?***

Keys and key cards will be issued during the second day of new employee orientation. Department coordinators will need to be notified by the hiring supervisor in advance of the employee's start date in order to assure that the keys and/or key cards are available during orientation.

Existing employees will need to arrange to pick up their keys and/or key cards at facilities management. For security reasons these will no longer be sent through the courier.

### ***My key card says I can have unescorted access. Does that mean I can go anywhere in a county building?***

No. The county and specific departments may set other limits based on business requirements. The background check that results in the unescorted access designation is a requirement of the State of Oregon for unescorted access in areas where law enforcement data is located. The unescorted designation does not mean that you do not have to abide by county and department policies and procedures for specific business areas.

### ***Are there any restrictions on employees who have all county access?***

Yes. The 24/7 all county access was given for business reasons. If employees attend to business outside of their typical job functions, they must follow the protocols in place for that department. For example, an employee who wishes to discuss benefits or has a meeting with risk management may not proceed through the back door but must check in with the business services receptionist. You are expected in non-emergency situations to respect the procedures of other departments. This may include checking in with the reception desk and wearing photo identification.