Procedure: Security and Safety Committee Identification Access Badges and Access Authorization Last Update: June 2013

References: Authorization Form; Security and Safety Policy, Policy Manual

Purpose: To implement security procedures regarding Identification Access Badges and Access Authorization.

Procedure: Identification Access Badges and Access Authorization

A. Applicability

- This Procedure applies to all elected officials, employees of Jefferson County regardless of
 position or status, contract workers, State employees and volunteers with the following
 exceptions: the Sheriff, Sheriff's Office employees, the District Attorney, and District Attorney's
 Office employees. Employees of these Offices shall follow all directives as established by the
 Sheriff or District Attorney.
- Members of Appointed Boards and Commissions are subject to the requirements of this policy if issued an identification access badge by Jefferson County.

B. Issuance of Identification Access Badges

- Only one identification access badge will be issued to an elected official, employee (County or State) or member of an appointed board or commission at a time. The elected official, employee or member of an appointed board or commission shall not possess any duplicate identification access badge or similar instrument which grants access.
- 2. Human Resources shall issue County Employee identification access badges.
- 3. Facilities and Construction Management shall issue State Employee, volunteer, and contractor identification access badges.
- 4. All Contractors that work in County Buildings must have a Background Check completed and reviewed before an identification access badge is issued, unless escorted by a County Employee.

C. Use of Identification Access Badges

- 1. Display
 - Identification access badges shall be worn in such a way that they are clearly visible while the person is functioning in an official capacity. Employee shall not alter /deface identification access badge.
- Lost Identification Access Badges
 Lost identification access badges shall be reported immediately to Facilities and Construction
 Management. A new access form must be completed and signed by Authorized Personnel before
 a replacement identification access badge will be issued. A \$10.00 replacement fee will be
 charged for lost or damaged badges.
- 3 Separation from the County

Identification access badges shall be returned immediately to Facilities & Construction Management upon separation from the County.

D. Access Authorization

1. Authorization

- a. Identification access badges will be programmed by Facilities and Construction Management to allow access to facilities and work areas as authorized based upon the person's job function requirements. Identification access badges programmed to permit access shall be provided to individual persons only.
- b. The necessary level of access for each position shall be determined by the appropriate Elected Official, Department or Division Director or his/her appointed designee.
- c. Access to work areas other than your own will require permission and a signed form from that areas Authorized Representative.
- d. All elected official, employee, appointed board member, and contract worker access determination shall be submitted to the Sheriff or his designee for review and approval.
 - (1) The Sheriff or his designee may approve or deny access requests for cause.
 - (2) Denials will be communicated to the person who initiated the request.

2. Activation

Access activation by Facilities and Construction Management shall be in accordance with that approved by the Sheriff or his designee.

a. County Employees and Appointed Board Members

To authorize access for an employee or an appointed board member, an Access Badge Form must be completed by the appropriate Elected Official, Department or Division Director or his/her appointed designee.

Completed Access Badge Forms must be submitted to Facilities & Construction Management.

Facilities and Construction Management shall activate appropriate access to facilities and work areas upon receipt of the approved Access Badge Form.

b. Contract Workers

To authorize access for a contract worker, Facilities and Construction Management must receive a completed Identification Access Badge Form from requesting Department/Division then activate appropriate access.

All Contractors that work in Jefferson County Buildings must have a Background Check prior to access being granted. Background checks shall be conducted once a year.

Contractors working in a High Secure area of a Department/Division unescorted must have a signed Waiver from the Department Head stating that it is acceptable.

c. Volunteers

Access for volunteers shall be authorized and activated in the same manner as that established for County Employees and Appointed Board Members.

E. Access Control System

- 1. The Information Technology Services Division, System & Network Services, shall maintain the access control system servers.
- 2. The Facilities Building Services Manager is designated as the application administrator of the access control system.

3. System Monitoring

The Elected Official, Department or Division Director or his/her appointed designee shall conduct an audit of access granted to each employee, appointed board member, or volunteer to ensure that authorized access is consistent with current job function access requirements.

The review shall occur during September of each year. The results of the review, along with any revisions to authorized access, will be forwarded to the Security Manager and application administrator. Revisions or other alterations shall be reviewed and approved by the Sheriff or his designee.

F. Deactivation

1. Elected Officials

Facilities and Construction Management shall be notified immediately and the issued identification access badge returned when an elected official's term is concluded. Any access associated with the identification access badge shall be deactivated immediately upon receipt of notification of separation.

2. Employees

a. Separation

Facilities and Construction Management shall be notified immediately and the issued identification access badge returned when an employee separates from the County. Any access associated with the badge shall be deactivated immediately upon receipt of notification of separation.

Facilities and Construction Management shall deactivate access and retrieve the access instrument when a county contracted worker has completed the task for which the access was originally granted.

b. Job Function Change

Facilities and Construction Management shall be notified immediately and the issued identification access badge for the vacated job function returned when an employee experiences a job function change. Any access associated with the badge shall be deactivated immediately upon notification of change of position. An identification access badge associated with the new job function shall then be issued. Access to a facility and work area required by the job function change will be requested and authorized in accordance with procedures contained herein.

3. Appointed Board or Commission Members

The Elected Official, Department or Division Director shall notify Facilities and Construction Management and the issued identification access badge or access instrument returned when a person is no longer a member of the board or commission. Any access associated with the badge or access instrument shall be deactivated immediately upon receipt of notification of separation.

4. State Employees

Facilities and Construction Management shall be notified immediately and the issued identification access badge returned when an employee separates from a position associated with the County. Any access associated with the identification access badge shall be deactivated immediately upon receipt of notification of separation.

Facilities and Construction Management shall deactivate access and retrieve the access instrument when a state contracted worker has completed the task for which the access was originally granted.

Contractors

The Department/Division overseeing the Contractor shall immediately notify Facilities and Construction Management and the issued identification access badge will be returned to Facilities and Construction Management when the contract worker is no longer involved with a county project or work. Any access associated with the identification access badge shall be deactivated immediately upon receipt of notification.

6. Volunteers

Facilities and Construction Management shall be notified and the issued identification access badge returned when a person ceases to participate in the activity for which he/she volunteered. Any access associated with the badge shall be deactivated immediately upon receipt of notification of separation.

G. Requests for information

Information pertaining to who has access to, or who has accessed, facilities or work areas shall not be released without approval of the Sheriff due to security considerations and possible sensitive nature of this information. Requests for this information shall be processed through the Security Manager. No access information will be released without approval of the Sheriff