

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY**

DEPT: General Services Agency

BOARD AGENDA: 7.B.1
AGENDA DATE: April 17, 2018

SUBJECT:

Approval to Adopt the Stanislaus County Key, Badge, Proximity Card, and Access Code Control Policy and Procedures

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0150

On motion of Supervisor Withrow , Seconded by Supervisor Chiesa
and approved by the following vote,

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini

Noes: Supervisors: None


Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

ATTEST:



PAM VILLARREAL, Assistant Clerk

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: General Services Agency

BOARD AGENDA:7.B.1
AGENDA DATE: April 17, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval to Adopt the Stanislaus County Key, Badge, Proximity Card, and Access Code Control Policy and Procedures

STAFF RECOMMENDATION:

1. Adopt the Stanislaus County Key, Badge, Proximity Card, and Access Code Control Policy and Procedures

DISCUSSION:

General Services Agency (GSA), in partnership with Chief Executive Office (CEO) – Risk Management and Office of Emergency Services (OES), has reviewed the current access policies of the Health Services Agency (HSA), Behavioral Health and Recovery Services (BHRS), and Community Services Agency (CSA), drawing on these policies to create a countywide policy.

The Key, Badge, Proximity Card, and Access Code Control Policy and Procedures (Policy) will provide foundational policies and procedures for departments to build upon but also allow departments the ability to adopt stricter policies, if needed.

The Policy (Attachment 1), as presented, sets out basic policies and processes such as:

- The County maintains the right to review access to County facilities for authorized/unauthorized access;
- Employees are encouraged to wear badges, visibly. Departments may require wearing badges visibly;
- To maintain control of County proprietary keys, standard keys will be used at leased facilities;
- Defines the responsibilities of Department Heads, Managers/Supervisors, Key Control Operators, employees, and GSA Facilities Maintenance staff;
- Requires each department to designate a Key Control Operator to keep appropriate records of keys being issued and returned; and
- Standardizes paperwork and reporting procedures in the event that a key is lost.

The draft Policy was reviewed by CEO – Human Resources, County Department Heads, departmental Human Resources staff, and County Counsel. Staff invited representatives from all County labor groups to participate in the required meet and confer process to develop a new Key/Proximity Card/Badge Access Policy. Several groups participated either in person or via electronic mail. All labor representatives received notification of the draft and revisions of the draft. The Chief Executive Office – Human Resources unit held a meet and confer with all labor organizations at County Center III on February 5, 2018 to discuss the draft policy. Comments and clarifications were incorporated into the final draft.

POLICY ISSUE:

The adoption of countywide policies is a function of the Board of Supervisors in its duty to supervise the actions of County employees.

FISCAL IMPACT:

There is no fiscal impact associated with this policy.

BOARD OF SUPERVISORS' PRIORITY:

The recommended actions are consistent with the Boards' priority of *Delivering Efficient Public Services and Community Infrastructure* by ensuring that County locations are secured for use by employees and the public.

STAFFING IMPACT:

Designation of Key Control Operators will be completed by existing department staff.

CONTACT PERSON:

Keith D. Boggs, General Services Agency Director	(209) 652-1514
Donna Riley, Deputy General Services Agency Director	(209) 525-7645

ATTACHMENT(S):

1. Key Badge Proximity Card and Access Control Policy and Procedures



STANISLAUS COUNTY

APPROVED ON: April 17, 2018

BY BOARD OF SUPERVISOR RESOLUTION # 2018-0150

KEY, BADGE, PROXIMITY CARD, AND ACCESS CODE CONTROL POLICY AND PROCEDURES

I. Purpose

The purpose of this policy is to outline the appropriate issuance and use of Stanislaus County-issued keys, badges, proximity cards, and security access codes.

Stanislaus County acknowledges the need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Each County employee must share the responsibility to assure the security of our customers, employees, and property. Departments may implement stricter policy standards. This policy is to be considered the baseline.

II. Policy

- A. Stanislaus County will maintain locking systems for the protection of its customers, employees, facilities, property, and data records. All locks, keys, badges, proximity cards, access codes, and access systems are the sole property of Stanislaus County and rights of access will be granted to employees based on his/her need.
- B. Stanislaus County reserves the right to change its locks, keys, badges, and access codes as deemed necessary to maintain the security of the County. All security sensitive access rights granted to Stanislaus County employees are electronically tracked and recorded and may be reviewed for authorized/unauthorized access.
- C. All Stanislaus County employees are encouraged to visibly wear their employee identification badge while on County sites. Some County Departments require this practice. Please refer to your individual Department policy to ensure compliance. The badge identifies an individual to customers, other employees, and security personnel as a County employee. An exception to visibly wearing the badge may be made when doing so may reasonably endanger the employee's safety.
- D. Stanislaus County employees are encouraged to report to security personnel individuals designated without a visible identification badge or individuals who are unescorted in employee only designated areas.
- E. Employees may not "loan" or transfer their badge/proximity card to other employees or non-employees. In the case of employee who is reassigned or transferred to another County Department, their keys shall be returned to the Key Control Operator. An employee who arrives at work without their proximity card must either follow individual Department policy or report the issue to security personnel to allow them entrance into the building and to their supervisor for entrance to the department/division/area. Repeated instances of "forgotten" badges/proximity cards may be grounds for discipline under the County's progressive discipline process.
- F. Due to the nature of General Services Agency work, GSA personnel may be issued higher security level keys, proximity cards, and access codes. Please refer to GSA's Department policies to ensure compliance with additional precautionary measures, including the obligation to keep any security sensitive materials must be kept locked and "secured" at all times. It is the employee's responsibility to remain in compliance with these precautionary measures at all times, and any failure to do so may result in discipline, up to and including termination.

- G. If a key, badge, proximity card, or access code is lost or cannot be accounted for, or if you suspect that it has been used or duplicated by anyone other than an authorized user, it must be reported to the Key Control Operator immediately. All efforts will be made to locate the keys or proximity card(s) by the employee or party responsible for the loss. If County security is in jeopardy, the Key Control Operator shall immediately notify the General Services Agency Facilities Maintenance Division (GSA) Manager or Lock Shop, and the County Security Manager, so that arrangements can be made to secure any compromised County operations.
- H. If a key or proximity card is not functioning due to breakage or normal wear, with Department Head approval, the employee may request a replacement. A duplicate will not be issued until the original is returned.
- I. Employees leaving County service must return all keys, badges, proximity cards, and access codes to the authorized key control operator on or before his/her last day of employment.
- J. Employees leaving a department or location must return keys, badges, proximity cards, and access codes to the authorized key control operator before his/her last day of that assignment. Failure to do so may result in discipline up to and including termination.
- K. Misuse of County security sensitive materials, such as neglect of or willful damage to proximity cards and access codes may be considered willful damage and/or neglect, and may be considered a misuse of County property, and may be grounds for disciplinary action up to and including termination.
- L. Properties that are leased from other entities by Stanislaus County do not use Stanislaus County proprietary locksets. Standard locksets are used in leased locations and departments are able to provide copies of standard lockset keys to owners of leased locations.

III. Responsibilities Under This Policy

A. Department Head

- 1. Each Department head may designate, in writing, an individual, to assume his/her responsibilities under this policy but maintains responsibility for fulfillment of those duties. Written designation is to be maintained in the department until superseded or revoked. For purposes of this policy, Department Head shall signify Department Head or designee.
- 2. Each Department Head designates the Key Control Operator(s) for the department. Written delegation shall be maintained by the Department's Key Control Operator until superseded or revoked.
- 3. If security has been compromised due to lost keys, separation/termination, or the unauthorized distribution of keypad or access codes, the County may change locks and/or combinations. Due to labor and material costs associated with changing keypad codes/locks, authorization for changing locks or keypad codes must be authorized by the Department Head, which may be in writing.

B. Managers/Supervisors

- 1. Approves requests for keys, badges, proximity cards, and access codes, with Department Head delegation.
- 2. In the event of a planned leave of absence in excess of two weeks, all keys shall be requested from the employee. The employee's immediate Supervisor may maintain possession of the keys until the employee returns to duty or may, in the event of an extended leave, return the keys to the Key Control Operator. In no event are one employee's keys to be given or "loaned" to another employee without documentation by the Key Control Operator.
- 3. Each Fiscal Year, review a list of keys, proximity cards, and access codes issued to each employee that has been issued with his/her approval.

C. Key Control Operators

1. Each employee who has been issued a key, badge, proximity card, or access code will have a Key/Badge/Proximity Card/Access Code Control Form (Attachment A) on file.
2. The following information will be kept on the Key/Badge/Proximity Card/Access Code Control Form (Attachment A):
 - a) Employee name;
 - b) Employee Number;
 - c) Department/Division/Location;
 - d) Key/Badge/Proximity Card identification number or stamp mark
 - e) Location for access codes issued
 - f) Issued by and date issued
 - g) Employee signature
 - h) Returned/Received by and date received
 - i) Acknowledge understanding of department and County policies
3. When issuing a key to an employee, confirm that the requested key has not already been issued to the employee by verifying the employee's record on file.
4. If employee is submitting a request for a replacement key or proximity card due to breakage or normal wear, do not issue a replacement key or proximity card until original is returned. No employee will be issued replacement keys or proximity cards without Department Head authorization.
5. If a key is lost, or has been compromised, it will be reported to the Key Control Operator immediately, who will notify the Department Head if building security is in jeopardy. All efforts will be made to locate the key by the responsible employee or party. If building security is in jeopardy, the Department Head or Key Control Operator shall notify the GSA Director and GSA Facilities Maintenance Division Manager or Lock Shop, in addition to the County Security Manager, immediately so that arrangements can be made to secure the compromised County operations. The Key Control Operator will be responsible for notifying all other managers and supervisors who may have employees that will need to be informed of the security changes.

D. Employees

1. Sign for all keys, badges, proximity cards, and codes entrusted to you. You are responsible for them.
2. Door keys are not to be left unsecured or unattended in vehicles or in unlocked desk drawers. Keys should be kept on your person or secured in a locked desk or safe box when not in use. Proper care should be taken at all times to insure that security sensitive items are secure.
3. If a key, proximity card, or access code is lost, cannot be accounted for, or has been compromised, it will be reported to the Key Control Operator or Supervisor immediately. All efforts will be made to locate the keys or proximity card/s by the responsible employee or party. In the event that a key/proximity card/badge has been located after being reported as lost, any issued duplicate must be returned to the Key Control Operator or to the location/staff identified by Department Policy.

E. General Services Agency (GSA) Facilities Maintenance Lock Shop

1. All County issued keys will be manufactured, duplicated and maintained by the GSA Facilities Maintenance Lock Shop. All lock and security-sensitive work will be performed by GSA Facilities Maintenance Locksmiths; exceptions will be reviewed by the GSA Facilities Maintenance Lock Shop.

2. The GSA Facilities Maintenance Lock Shop will assist departments with training, and control of keys, proximity cards, and access codes.

ATTACHMENT A

STANISLAUS COUNTY KEY/BADGE/PROXIMITY CARD/ACCESS CODE CONTROL CARD (FRONT)

Employee Name: _____ Employee Number: _____

Department/Division/Location: _____

As an authorized key/badge/proximity card/access code holder for Stanislaus County, I agree to use the key/badge/proximity card/access code (s) provided to me in the manner for which it is intended. Stanislaus County key/badge/proximity card/access codes are authorized for business purposes only. I understand that I am not to copy or share Stanislaus County key/badge/proximity card/access code with any other person for his/her use. In the event a key/badge/proximity card/access code is misplaced or lost, I will immediately notify the Department Key Control Operator.

I certify that I have read, understand, or had explained to me, and agree to adhere to and follow the County and any departmental key/badge/proximity card/access code policies. I further understand that penalties for violations of this policy may include formal disciplinary action up to, and including, termination. I understand that it is my responsibility to ask clarifying questions if I need assistance with the proper use of key/badge/proximity card/access codes.

Signature: _____ Date: _____

STANISLAUS COUNTY KEY/BADGE/PROXIMITY CARD/ACCESS CODE CONTROL CARD (BACK)

Employee Name: _____ Employee Number: _____

Item		Issued			Returned		
Description	#	Date	Received By	Issued By	Date	Received By	Remarks

Card ____ of ____