

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Kym Vieira 9/10/07, Rev. 8/22/08	Page: 1 of 4	Number: 5.5
	Reviewed by/Reviewed Date: CSA Exec Team 9/17/07, Exec 10/20/08	Replaces:	Category: Safety and Security Distribution: All Staff
Title: CSA Access Card Policy		Approved: 10/24/08	

Policy

 Procedure

 Guideline

Purpose

It is the policy of the Community Services Agency that all staff and those granted access to the Hackett Facility (Access Card Holders) by CSA Human Resources are responsible to adhere to the Access Card Control Policy developed for the Hackett Facility and this policy regarding department specific access and security procedures.

Definition

In order to maintain safe and secure working conditions, the Community Services Agency has further defined the Access Card Control Policy that was developed for the Hackett Facility. The development of this policy was created with a balance between building security and procedural convenience.

Procedure

- A. CSA Access cards will be issued to a CSA employee or other person performing work in the Hackett Facility. Prior to being granted an Access Card the person must have a CSA clearance completed and on file with CSA Human Resources.

- B. To request an access card, an OSCAR request must be completed indicating the access and door profile requested. Management approval may be required for some restricted access/door profiles.

- C. Access Card Holders are required to:
 - 1. Visibly wear the access card identification at all times. Picture ID must not be obstructed (pins, photos, etc.), and must be visible at all times.
 - 2. Return home to retrieve forgotten cards or purchase a replacement card for \$10.00. Any employee that has forgotten their card will not have access to the building and will be sent home on their own time. Temporary cards will not be issued.
 - 3. Report a lost or stolen card immediately to their department's access card contact person. The keeping of duplicate access cards is prohibited.
 - 4. Report unescorted strangers or anyone not wearing visible identification to security personnel immediately.
 - 5. Use their access card to gain access only to the areas and facilities necessary for the performance of their normal/routine duties and responsibilities.

6. Ensure that secure doors close behind them. Such doors should never be propped open.

D. Access Role Profiles:

The following access roles are defined for the access card holders of CSA.

1. Regular Role:

- a. 5:30 am – 8:30 pm, Monday through Saturday, to all Regular Doors.
- b. Granted to all regular employees or others meeting requirements that need regular access.

2. Supervisor/Extended Role:

- a. 5:30 am – midnight, Monday through Saturday, to all Regular Doors.
- b. Granted to all Supervisors or those needing additional access with manager request and HR manager approval.

3. 24/7 Role:

- a. 24 hours a day, 7 days a week, to all Regular Doors.
- b. Granted to all Managers, Social Workers and Social Worker Supervisors, SIU Investigators, some selected staff from (IT, HR, Office Services) with manager request and HR manager Approval.

4. Modified Role:

- a. 8 am – 8 pm, Monday through Friday, with access to doors (1, 2, 5, 34, 43 & 44).
- b. Granted to Foster parents through request from appropriate Child and Family Services staff, to MJC staff, and to Gary's Grill.

5. Vendor Role:

- a. Hours and Doors will be specific to vendors' assigned job duties.
- b. Granted to specific vendors assigned to work fulltime at Hackett Facility (Blue Cross, Health Care Options, Haven, MJC LD Coordinators, SW Academy Fresno State, Security, and Janitorial) with proper clearance. In addition Office Services will be assigned 6 generic badges that will be assigned and controlled by the Facility Manager or designee. Please see section regarding Vendor Badges.

6. WIC Role:

- a. 5:30 am – 8:30 pm, Monday through Saturday, to facility shared doors and (18, 19, 17, 45).
- b. Granted to WIC employees.

E. Door Profiles:

CSA restricted doors are identified by the need to restrict and monitor the access card holders that are permitted to access these areas. To request a restricted door access for staff or other, a CSA manager must submit an OSCAR request. The CSA restricted door groupings are as follows:

1. Hackett Facility – Full Access:
 - a. This gives access to all doors throughout the facility with no restrictions.
 - b. Approved for access – CSA Facility Manager, Local Fire Agency, designated GSA staff, Department Head.
 - c. Access Authority – CSA Facility Manager.

2. Regular Doors: (REG)
 - a. This gives access to all CSA unrestricted doors and facility shared doors.
 - b. Approved for access – Regular employees, contract employees, temporary staff, and others required to perform work at the Hackett Facility.
 - c. Access Authority – CSA Human Resources.

3. Human Resource Doors: (HR)
 - a. This gives access to CSA Human Resources Department (40, 41 & 42).
 - b. Approved for access – Human Resources staff.
 - c. Access Authority – Human Resources Manager.

4. Office Services Doors: (OS)
 - a. This gives access to office services, and the loading docks (8, 9 & 37).
 - b. Approved for access – Office Services staff from all Hackett Facility departments, and all CSA Managers.
 - c. Access Authority – CSA Facility Manager.

5. Closed Files Doors: (CF)
 - a. This gives access to CSA closed files and records management (3, 10).
 - b. Approved for access – Records Management staff, CSA Managers, and Social Work staff.
 - c. Access Authority – CSA Facility Manager.

6. Server Doors: (IS)
 - a. This gives access to the CSA server room (38, 39).
 - b. Approved for access – Some IS staff from Hackett Facility departments, CSA IS Manager.
 - c. Access Authority – CSA IS Manager.

7. Computer Rooms Doors: (CR)
 - a. This gives access to the CSA computer room (49).
 - b. Approved for access – Some IS staff and some Management staff as needed.
 - c. Access Authority – CSA IS Manager.

8. SIU Doors: (SIU)
 - a. This gives access to SIU evidence and CLETS rooms (50, 51).
 - b. Approved for access – Some SIU staff.
 - c. Access Authority – SIU Manager.

F. Vendor Badge Procedures

Office Services is responsible for six vendor badges, available for check-out by vendors requiring access to the building. Vendors are those whose services are requested by, or coordinated through Office Services. Auditors, trainers, or other visitors will not be issued a vendor badge.

The badges will have limited access protocol – Monday through Friday 7:00 am to 5:00 pm – all Regular Doors and the Office Services Doors. The badges will be numbered one through six. If the vendor requires access to DCSS, DCSS reception will be called and asked to send someone to escort their vendor.

If a vendor requires access after 5:00 pm or on a week-end, arrangements must be made for an authorized individual to escort and monitor the work of the vendor. This may be Office Services staff, Security, or Management staff.

When not in use, the badges are kept inside the office services locked storeroom and will be maintained by Office Services staff. A missing badge will be immediately reported to CSA Human Resources and the Operations Manager.