




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Administrative Services Division

Title:	Access Badges and Physical Key(s) Issuance for Headquarters	ADM
Supersedes:		
Applicability:	Contractors, ODFW Employees, Tenants, Temporary Employees, Rotational Employees	
Reference:	Exhibit A – Access Badge and Physical Key Record Form	
Effective Date:	05-08-17	Approved: 

I. PURPOSE

Document the policy and process for issuance of access badges and physical key(s) for Oregon Department of Fish and Wildlife's (ODFW) Headquarters Facility in reference to ASD 250_04.

II. DEFINITIONS

- A. Contractor - A person or company assigned to the ODFW headquarters under an agreement to perform specific work for ODFW.
- B. Employee - A permanent or Limited Duration ODFW Headquarters-based individual employed by ODFW or Tenant.
- C. Manager - An individual responsible for supervising ODFW employees, Tenant employees, contractors, temporary employees or rotational employees, or his or her written designee.
- D. Tenant - A local or state government agency party to a lease of 4026 Fairview Industrial Dr, SE, Salem, Or 97302.
- E. Temporary Employee – A person working for, or on behalf of ODFW or Tenant, including a nonpermanent or Limited Duration position, including volunteers employed by or working on behalf of ODFW.
- F. Rotational Employee - Any person employed by ODFW, or Tenant on a developmental or career enrichment rotation that is not already permanently based at ODFW Headquarters.

III. POLICY

A. WHO CAN RECEIVE AN ACCESS BADGE AND/OR PHYSICAL KEY(S)

- 1. All employees, contractors, tenant employees, temporary employees or rotational employees (Badge/Key Holder) must have an access badge which provides access to ODFW headquarters, leased office space, secured after hours parking, and more sensitive areas of the facility, depending on assigned access level.
- 2. It is the Manager's responsibility to assign the appropriate access levels and maintain the Access Badge and/or Physical Key(s). This assignment is subject to final approval by the ODFW Business Services Manager, and for access to sensitive building areas, approval from the Information Systems Division (ISD) Administrator, the Administrative Services

Division (ASD) Administrator and the Human Resources Division (HRD) Administrator for the access to sensitive areas under their purview. The supervising manager must sign the Access Badge and/or Physical Key(s) Form.

3. Access badges issued to permanent, rotational, long term (a forecast term one month or longer) temporary and tenant employees must have a photo ID.
4. Access badges issued to short term temporary employees (a forecast term less than one month), or contractors do not include a photo ID.
5. Physical key(s) will be issued to each permanent employee upon approval by the employee's Manager and subject to final approval by the ODFW Business Services Manager. Any access to sensitive sections of the headquarters building, including certain ISD, ASD and HR areas are subject to the approval of that department's Administrator.
6. Each Badge/Key Holder issued a physical key(s) and/or access badge agrees to return the physical Key(s) and/or access badge to ODFW Business Services on their last day of service.
7. It is the Managers responsibility to collect all physical key(s) and/or access badge and return them to ODFW Business Services on the day of separation. Manager may choose to delegate responsibilities but must sign the Access Badge and/or Physical Key(s) Form.

B. ISSUANCE ACCESS BADGE AND/OR PHYSICAL KEY(S)

1. Business Services shall maintain a sequential numbering system of access badges and physical keys.
2. All Badge/Key Holders shall provide a completed and signed Access Badge and/or Physical Key(s) Form prior to the access badge and/or physical key(s) being issued. The Manager will assign the appropriate key(s) and/or access level to the form. The Access Badge and/or Physical Key(s) Form must be signed by the Badge/Key Holder, their Manager and the Business Services Issuer. Manager may choose to delegate responsibilities but must sign the Access Badge and/or Physical Key(s) Form.

C. LOST ACCESS BADGE AND/OR PHYSICAL KEY(S)

1. Badge/Key Holder who loses an access badge and/or physical key card must notify ODFW Business Services within 1 hour of noticed loss. If loss is noticed outside of business hours, the Badge/Key Holder must notify ODFW Business Services during the first hour of the following business day.
2. Badge/Key Holder with a lost access badge
 - a. Must contact the ODFW Licensing front desk for a temporary access badge.
 - b. Must sign the check in/ check out sheet before a temporary access badges is issued.
 - c. Are required to return the temporary badge to the ODFW Licensing front desk no longer than seven days after issuance or the access will be revoked.
 - d. Any replacement costs may be assessed to the division of the Badge/Key Holder