



OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

Administrative Services Division

Title: Access Badge and Physical Key(s) for Headquarters Building	ASD_260_PO
Supersedes: ASD 250_20	
Applicability:	Applicable to all ODFW Employees, Temporary Employees, and Rotational Employees located in the Salem Headquarters Facility, ODFW Tenants, and Contractors issued a Badge or Key.
Reference:	<u>ASD 250_04 Employee Assigned Property</u> ; <u>Procedure ASD 260_01PR Access Badge and Physical Key(s) for Headquarters Building</u> ; <u>Policy AS 250-10 Agency Conference Room Use</u> ; <u>Access Badge and Physical Key Record Form</u>
Effective Date: August 1, 2019	Approved: <i>Anica Klein</i>

I. PURPOSE

The purpose of this policy is to set forth the Oregon Department of Fish and Wildlife's (ODFW) policy on the issuance and on-going maintenance of access badges and physical keys for the Headquarters Facility located in Salem, Oregon.

II. DEFINITIONS

BADGE:

Access Badge which identifies the employee, tenant, or contractor and provides electronic access to one or more restricted access areas of the ODFW Salem headquarters building.

KEY:

Physical key(s) issued to employees, tenants, or contractors that provides access to one or more doors located in the ODFW Salem headquarters or Tenant building.

EMPLOYEE:

A permanent, seasonal, or limited duration ODFW headquarters or Tenant-based individual employed by ODFW or Tenant.

TEMPORARY EMPLOYEE:

A person working for, or on behalf of ODFW or Tenant in a temporary position.

ROTATIONAL EMPLOYEE:

Any person employed by ODFW or Tenant on a developmental or career enrichment rotation position that is not already permanently based in the ODFW headquarters or Tenant facility.

TENANT:

A local or state government agency party to a lease of 4026 Fairview Industrial Dr. SE, Salem, Oregon 97302.

CONTRACTOR:

A person or company performing specific work in the ODFW headquarters or Tenant building under a Contract with ODFW, or an employee of another State agency performing specific work in the ODFW headquarters or Tenant building on behalf of ODFW and as requested by ODFW.

MANAGER:

An individual responsible for supervising ODFW employees, Tenant employees, contractors, temporary employees or rotational employees.

BUSINESS SERVICES MANAGER:

The ASD Deputy Administrator is the Business Services Manager.

BUSINESS SERVICES ISSUER:

The Business Services employee or back-up responsible for issuing and maintaining records for Badge(s) or Key(s).

TEMPORARY BADGE:

Access Badge issued to an employee, temporary employee or rotational employee for a single day use if their Access Badge is forgotten at home, or ODFW Field Staff visiting the headquarters office.

SPECIAL USE BADGE:

Access Badge assigned to an individual approved to use the ODFW headquarters building Classroom after hours or on weekends.

COMPUTER LAB BADGE:

Access Badge assigned to an individual approved to use the ODFW Computer Lab during normal business hours.

III. POLICY

It is the Policy of the Oregon Department of Fish and Wildlife to issue access badges and physical key(s) to employees, tenants, and contractors as required by their position or performance under a contract with ODFW.

Employee's conduct which does not comply with this policy may result in disciplinary action, up to and including dismissal.

A. Issuance of Access Badge

Access Badges will be issued to each employee based in the Salem headquarters or Tenant building and contractors who require access to the headquarters building and areas within the building, leased office space, or secured after hours parking area for performance of their daily duties or contracted work. Access Badges must include a photo ID.

Managers are responsible for determining the need and appropriate access level(s) for Employee or Contractor Badges, and access level(s) are subject to final approval by the ODFW Business Services Manager. Any access to sensitive sections of the headquarters building, including certain ISD, ASD, I&E, HR, and the Mailroom areas are subject to the additional approval of that department's Administrator.

The Access Badge holder is responsible for maintaining the security and control of their Badge at all times. A person shall only use the Access Badge that is officially

assigned to them. An Access Badge holder shall not provide access to a person who does not have authority to be in a sensitive section.

The Access Badge holder, Business Services Issuer, and supervising Manager must sign the employee's Access Badge Form. For access to sensitive sections of the headquarters building, the respective department's Administrator must also sign the Access Badge form.

The Business Services Issuer shall maintain all original, signed Access Badge and Physical Key Forms.

B. Issuance of Physical Key(s)

Physical Key(s) will be issued to an ODFW or Tenant employee upon request and approval of 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, I&E, HR and the Mailroom areas are subject to the additional approval of that department's Administrator. Managers are responsible for determining the need for employee key(s).

The Physical Key(s) holder is responsible for maintaining the security and control of their Key(s) at all times. A Physical Key holder shall not borrow their key to anyone, or provide access to a person who does not have authority to be in the locked area.

The Physical Key(s) holder, Business Services Issuer, and supervising Manager must sign the employee's Physical Key(s) form. For access to sensitive sections of the headquarters building, the respective department's Administrator must also sign the Physical Key(s) form.

The Business Services Issuer shall maintain all original, signed Access Badge and Physical Key Forms.

C. Lost or Misplaced Access Badge or Physical Key(s)

Access Badge or Physical Key(s) holder must notify their Manager, and their Manager must notify the Business Services Issuer via the Service Desk+ (SD+) system within 1 hour of noticed loss or misplaced Badge or Physical Key(s). If loss is noticed outside of business hours, the Badge/Physical Key(s) holder must notify their Manager, and their Manager must notify the Business Services Issuer via the Service Desk+ (SD+) system within the first hour of the next business day so that the Badge can be deactivated or the level of risk can be evaluated for urgency of required re-keying the applicable door lock(s). All costs involved in re-keying due to the loss of keys shall be the responsibility of the liable Division.

D. Issuance of Temporary Access Badge

If a Badge holder arrives at the headquarters building and realizes they have forgotten their access Badge at home, they may request a Temporary Badge by contacting Licensing Services staff at the front desk. (NOTE: this process is ONLY to be used when the employee knows that their Badge has been left at home, and not when an employee is unsure of their Badge location [See Lost or Misplaced Badges above]).

1. Badge holder must sign the check-in/check-out sheet and indicate the number of the Temporary Badge issued.

2. Badge holder must return the Temporary Badge at the end of their work day and sign the check-in/check-out sheet. If leaving after normal business hours, Badge holder must return the Temporary Badge by placing it in the after hours lockbox located outside of the headquarters building main entrance, or return to the front desk upon arrival the next business morning.

E. Issuance of Special Use Badge

Upon approval to use the ODFW headquarters building Classroom and completion of training on facility use by the external user (per Policy AS 250-10 Agency Conference Room Use), an Access Badge will be programmed by the Business Services Issuer for the specific use and event, and will be made available to the external user.

External user is responsible for maintaining security of the Badge and headquarters building while in use, and shall return the Access Badge upon completion of the event by placing it in the after hours lockbox located outside of the headquarters building main entrance.

Failure to maintain the security of the ODFW headquarters building or Access Badge may result in denial of future requests to use the ODFW headquarters building Classroom.

F. Issuance of Computer Lab Badge

Upon arrival at ODFW headquarters building to use the Computer Lab, and return of a signed ODFW Computer Lab Use Agreement (per Policy AS 250-10 Agency Conference Room Use), an Access Badge will be made available to the Computer Lab user.

External user is responsible for maintaining security of the Badge and the ODFW headquarters building while in use, and shall return the Badge upon completion of the class.

Failure to maintain the security of the ODFW headquarters building or Access Badge may result in denial of future requests to use the ODFW headquarters building Computer Lab.

G. Change of Employee Status or Access Needs

Managers are responsible for notifying the Business Services Issuer (via the Service Desk+ [SD+]) system when an employee's or contractor's Badge or Key access needs will change. For example, when a temporary employee with limited access becomes permanent, or when an employee on a rotational assignment returns to their permanent position and Badge or Key access requirements differ.

H. Return of Access Badge or Physical Key(s)

It is the Manager's responsibility to collect all Access Badges and Physical Key(s) and return them to the Business Services Issuer or Business Services Manager on the day of separation or no later than the next business day. Manager and the Business Services Issuer must sign the Access Badge or Physical Key(s) form indicating return of the Badge or Physical Key(s).