

## Safety and Security: Access to Agency Buildings

### SUMMIT COUNTY CHILDREN SERVICES

<p><b>ORC:</b> NA</p> <p><b>OAC:</b> NA</p> <p><b>USC:</b> NA</p> <p><b>CFR:</b> NA</p>	<p><b>ORIGINAL:</b> 7/21/14</p> <p><b>REVISIONS:</b> N/A</p> <p><b>RELATED FORM(S):</b> N/A</p> <p><b>RELATED PROCEDURE/POLICY(IES):</b> Weapons Policy ; Safety and Security: Visitors to the SCCS Campus</p>
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| <input type="checkbox"/> Administrative         | <input type="checkbox"/> Legal                               |
| <input type="checkbox"/> Fiscal                 | <input checked="" type="checkbox"/> Safety & Security        |
| <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Social Services - All Departments   |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Social Services - Foster & Adoption |

All Staff       Bargaining Unit       Non-Bargaining       Management

#### **POLICY:**

It is the goal of SCCS to provide a safe and secure workplace. SCCS utilizes a variety of security measures on campus to ensure the safety of our campus, staff, and visitors while maintaining a welcoming environment for children and families. In order to enhance the safety and security of its campus, SCCS will restrict access to its facilities to authorized/approved individuals. SCCS will also prohibit all persons, other than on-duty law enforcement personnel, from possessing weapons on campus. SCCS may also utilize additional security measures, which may include the use of security personnel, staff training on safety and security, and proximity access badges.

#### **PROCEDURE:**

##### **Secured Access to Agency Buildings**

The SCCS campus is secured by the use of an electronic card access system and entrance gate. Employees and other individuals requiring access to the SCCS campus are issued photo identification badges that also serve as electronic Proximity Access Badges. Badges must be visible at all times while on SCCS campus.

Each badge contains an electronic identifier code that is unique to the badge holder. Badges permit the holder access into the Administration Building, the Training Center, and Family Interaction Center as authorized by the manager assigned to Security.

The photo identification badge permits employees entry into the Administration Building. If an employee or other badge holder requires access to the Training Center during non-work hours, they should contact Security staff.

Badge holders are not permitted to give their badges to other individuals. If an employee gives their badge to another individual, the employee may face disciplinary action.

Upon separation from the Agency, employees are required to return their photo identification badge to the Security Department for immediate deactivation.

### **Forgotten, Lost, or Destroyed Electronic Identification Badges**

If a photo identification badge is destroyed, lost or stolen, the badge holder must immediately notify Security so the badge can be deactivated.

If the employee's badge is unavailable, the employee is required to show Security another type of photo identification (i.e. a driver's license) and sign in at the Security desk upon arrival to the Administration Building. The employee will be assigned a numbered temporary badge to use for the remainder of the day.

### **Non-employee badge holders: individuals with ongoing agency business**

Only Division Directors may authorize the issue of photo identification badges to individuals other than employees, Board members and foster parents. The manager assigned to Security will review the categories of individuals with access and their levels of access to ensure that all persons in possession of a photo identification badge are categorized appropriately.

Individuals with ongoing business at the SCCS will be required to return their badge to Security when their relationship with SCCS has terminated. This may include, but is not limited to, employees of the Ohio Department of Job and Family Services, outside counsel for SCCS, and liaisons to various other social services organizations.

### **Vendors, Contractors, and Temporary Employees**

Vendors, contractors, and temporary employees whose projects or assignments require them to have access to the SCCS buildings will be given a numbered temporary badge. The badge will not be activated until the vendor, contractor, or temporary employee begins work at SCCS. Badges must be signed out with Security.

All temporary badges must be returned to Security by the last day of the project or assignment on which the vendor, contractor, or temporary employee is working. Security shall immediately log and deactivate all temporary badges upon their return.

## **Agency Keys**

To ensure the safety of employees and the confidentiality of client records, SCCS must restrict the distribution and use of agency keys. All keys issued to an employee remain the property of SCCS and may not be duplicated. Employees are responsible for all keys that they are issued.

Division Directors will approve key assignment for employees upon hire. The manager assigned to Security will review the categories of individuals assigned keys in order to ensure that access is appropriate.

The Security and Maintenance Departments are responsible for issuing and tracking distribution and return of keys on designated agency forms. The employee is responsible for signing any designated agency forms as directed by the Security and Maintenance Departments upon receipt or return of keys.

Keys which are not needed for current work assignments must be returned to Security within five (5) working days. Upon separation from the agency, the employee must return all agency keys to Security no later than their last day of employment. Security will track all returned keys using the designated agency forms.

Use of agency keys by anyone other than agency personnel, or for unauthorized purposes, is strictly prohibited. Lost or stolen keys must be reported to the Physical Services Manager and Security immediately.