

Agency Access

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: N/A</p> <p>OAC: N/A</p> <p>USC: N/A</p> <p>CFR: N/A</p>	<p>ORIGINAL: 7/21/14</p> <p>REVISION/REVIEW: 01/19/2024</p> <p>NEXT REVIEW: 01/19/2029</p> <p>RELATED FORM(S): Employee Activity Notification (EAN); Status Change Form</p> <p>RELATED PROCEDURE/POLICY(IES): Weapons Policy; Safety and Security: Visitors to the SCCS Campus</p>
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| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input checked="" type="checkbox"/> Safety & Security
<input type="checkbox"/> Social Services - All Departments
<input type="checkbox"/> Social Services - Foster & Adoption |
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All Staff
 Bargaining Unit
 Non-Bargaining
 Management

POLICY:

It is the goal of Summit County Children Services (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 the campus, SCCS restricts access to its facilities to authorized/approved individuals. SCCS also prohibits all persons, other than active, on-duty law enforcement personnel and/or contracted security officers who are licensed to carry, 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, as deemed appropriate by the Executive Director and/or their designee.

PROCEDURE:

I. 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 authorized individuals requiring access to the SCCS campus are issued a photo identification (ID) badge that also serves as electronic access

badges.

ID badges permit the holder access into the Administration Building, the Training Center, Case Hall, and Family Interaction Center as authorized by the department director assigned to Security.

The photo ID badge permits employees and other authorized individuals entry into the Administration Building. If an employee or other ID 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 ID badges to other individuals. If an employee gives their ID badge to another individual, the employee may face disciplinary action as outlined in the Table of Discipline.

Upon separation from the agency, the employee's ID badge is deactivated following notification to the Security. The employee's ID badge must be surrendered to the HR Department at the time of departure on their last day of employment.

II. Forgotten, Lost, or Destroyed Electronic Identification Badges

If an ID badge is destroyed, lost or stolen, the badge holder must immediately notify Security to ensure that ID badge is deactivated and a new ID badge is issued. SCCS reserves the right to charge the employee a nominal fee to cover the cost of the new ID badge.

If an individual with an ID badge is unable to present such badge at the time of entrance to the campus or building, the individual is required to present another type of photo identification (i.e., a driver's license) and sign in at the front desk upon arrival to the Administration Building. The employee will be assigned a numbered temporary badge to use for the remainder of the day.

III. Non-employee badge holders: individuals with ongoing agency business

Members of the agency's Executive Team may authorize the issuance of a photo ID badge to individuals other than SCCS employees, contract employees, Board members and foster parents. The Department Director assigned to Security reviews the categories of individuals with access and their levels of access at least biannually to ensure that all persons in possession of a photo identification badge are categorized appropriately.

Individuals with ongoing business at 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.

IV. Vendors, Contractors, and Temporary Employees

Vendors, contractors, and temporary employees whose projects or assignments require them to have access to the SCCS buildings are given a numbered temporary ID badge. The badge is not activated until the vendor, contractor, or temporary employee begins work at SCCS. Visitor badges must be signed out with Security daily, and returned same day, unless otherwise approved by the Department Director assigned to Security or their designee.

Security shall maintain a daily accounting of all badges assigned for each day and the badge will be deactivated if not returned.

V. 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 and may not pass keys to another employee at any time.

Members of the agency's Senior Management Team approve key assignments for employees upon hire. The manager assigned to Facilities Management reviews the categories of individuals assigned keys in order to ensure that access is appropriate.

The Supervisor of Facilities Management is responsible for issuing and tracking the distribution and return of keys on designated agency forms.

Upon separation from the agency or change in job duties, location, etc., the employee must return all agency keys to Human Resources no later than their last day of employment or effective date of change. The Supervisor of Facilities Management will be notified by the Employee Activity Notice (EAN) or Status Change Form and ensure that keys are accurately accounted for in Maintenance. Vendors, contractors and/or temporary employees who are assigned keys in order to perform job duties/services are required to sign keys out from the front desk of Administration Building on a daily basis.

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 Supervisor of Facilities Management and Security immediately.

VI. Disciplinary Action

Employees who violate this policy may be subject to disciplinary action.