



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: June 25, 2025

Department: Business Services

Title: Consider approving Building Security and Access Policy 524

Management Update/Work Session Date: May 1, 2025 (DHEO) Audio/Visual aids ☐

Time Required: 5 minutes Contact: Tamra Goettsch Phone: 3200

Requested Action:

Seeking approval of revisions to Policy 524. Building Security and Access and Procedures 524-A, 524-B, and 524-C.

**Issue, Description
& Background:**

Policy 524 has been revised to reflect current building security needs and access procedures that reflect current practices and address security needs throughout buildings that are owned or operated by Marion County.

This policy was originally established in January 2009.

Financial Impacts:

None

**Impacts to Department
& External Agencies:**

None

List of attachments:

Policy 524, Procedures 524-A, 524-B, 524-C, Board Order

Presenter:

Tamra Goettsch

**Department Head
Signature:**



ADMINISTRATIVE POLICIES

SECTION: Health, Safety & Security		POLICY #: 524
TITLE: Building Security and Access		PROCEDURE #: 524-A 524-B One Day Temp Card 524-C Access Matrix
		ORDER #: 09-3
DEPT: Business Services		DIVISION: Risk Management
ADOPTED: 1/09	REVIEWED: 05/25	REVISED: 6/25

PURPOSE: The purpose of this policy is to establish organizational guidelines for protecting the property, privacy and security of county employees, volunteers and members of the public by regulating which persons are issued keys and keycards for access to buildings owned, leased, and operated by Marion County.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.

The Marion County Board of Commissioners expresses the governing body's official, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Administrative Policies and Procedures outline the methods through which the Board of Commissioners takes formal action on administrative policy.

APPLICABILITY: This policy applies to all county departments, county employees, volunteers and contracted providers who may need key or keycard access.

GENERAL POLICY: This policy establishes the requirements for gaining key and keycard access to Marion County facilities.

POLICY GUIDELINES:

1. DEFINITIONS:

- 1.1. County Access Coordinator (CAC): A Business Services employee assigned to coordinate with Department Access Coordinators to assign building access per department needs that align with this policy.

- 1.2. Department Access Coordinator (DAC): An employee within a county department assigned by the department head or elected official to coordinate key and keycard access for that department.
- 1.3. Keycard & Keyfobs: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.
- 1.4. High Security Area: A Marion County building or area within a building that requires a greater level of security because it is subject to provisions of the Federal Bureau of Investigation Criminal Justice Information System (CJIS) security policy, or because the nature of the business operations within that building or area requires a heightened level of security.
- 1.5. Identification Card: A county-issued identification only card that displays an employee's or a volunteer's name, photograph, and supervising department. Identification cards do not contain access controls.
- 1.6. KeyWatcher Box: An electronically controlled lock box that contains keys that employees can check out on an as needed basis.
- 1.7. Permitted Access: A scope of access based on the person's job duties, clearances, work schedule, and work location(s).
- 1.8. Safety Concerns: A situation where displaying identification may pose a risk to the individual's safety or security.

2. RESPONSIBILITIES:

- 2.1. All county employees, contractors, and volunteers are responsible for becoming familiar with the Marion County Building Security and Access policy and procedures. Department heads and elected officials are responsible for ensuring that employees, contractors, and volunteers comply with the policy and procedures.
- 2.2. The Marion County Business Services department, through the Facilities Management division, is responsible for maintenance and installation of all locks, card readers, KeyWatcher boxes, and buildings owned by Marion County. Business Services may delegate responsibility for the key and keycard systems to departments that have specialized needs.
- 2.3. Whenever feasible, the building security procedures for leased facilities operated by the county shall be the same as those of county-owned facilities.
- 2.4. Keys and keycards are the exclusive property of Marion County. Duplication of any

county key, keycard, or key fob is strictly prohibited.

- 2.5. Business Services is responsible for maintaining countywide records for issuance and use of all keys and keycards.
- 2.6. Only one keycard may be active for an individual at any time unless otherwise approved by the Marin County Chief Administrative Officer (CAO).
- 2.7. Marion County reserves the right to deactivate keycards and key fobs at any time without notice. The holder of a deactivated card or fob shall promptly return it to the department's DAC. The DAC shall return all keys, keycards, and key fobs to Business Services within two weeks of termination or change in access.
- 2.8. Key, keycard, and key fob holders shall immediately notify their DAC if a key, keycard, or key fob is misplaced, lost or stolen. Failure to immediately report a lost or stolen key, keycard, or key fob may result in disciplinary action.
- 2.9. Individuals shall only use or hold keys, keycards, or key fobs that are officially assigned to them. Keys, keycards, and key fobs may not be loaned or re-assigned except through Business Services. Misuse of a key or keycard may result in disciplinary action.
- 2.10. Department heads and elected officials are responsible for ensuring an audit of keys, keycards, key fobs, and access is conducted annually for each employee.
- 2.11. Business Services may charge a reasonable fee for misplaced, lost, or stolen keys, keycards, or key fobs, or keys that are not returned to Business Services by the department.
- 2.12. Departments may be financially responsible for rekeying areas or buildings because of lost or stolen keys.
- 2.13. Permitted Access. All persons granted access shall only use that privilege for the purposes of their work, job duties, work schedule, and work location. Any other use must be authorized by their DAC or Director.

3. IDENTIFICATION CARDS:

- 3.1. All employees and volunteers shall be issued a photo identification card, which must be readily presentable or visible while conducting Marion County business unless the Department identifies a safety concern. Departments may also establish policies requiring visitors, contractors or other persons to wear temporary visitor identification badges while unescorted in a department or appropriate county properties.

4. BUILDING ACCESS:

- 4.1. Employees, volunteers, or other individuals who need regular access to county buildings will be issued the least number of keys and the lowest level of access in the locking system hierarchy that is necessary, based on their assigned work duties.
- 4.2. The department head or elected official is responsible for notifying Business Services if there is a change of designated DAC. DACs may submit approvals for keys and/or access only for buildings and/or areas associated with their department. DACs may request access to another department's space. If such access is necessary, both departments must authorize access before it is granted.
- 4.3. DACs may authorize access to common or shared areas within a building occupied by one or more departments. When multiple departments occupy a single building, or access to another department is requested, the CAC shall coordinate requests from the individual DACs to ensure consistent policy application is applied and to resolve conflicting access issues.
- 4.4. The DAC, Department Head, or Elected Official must immediately notify Business Services of any change in status or business arrangement that will result in restricting building access or terminating building access.
- 4.5. Individuals that are granted Countywide access to buildings and areas outside of their assigned department shall be identified by job title within the Countywide Building Access Matrix established under the direction of the CAO. The Countywide Building Access Matrix, *see Procedure 524-C*, identifies building access levels for positions, based on business need and assigned responsibilities. Countywide access shall not be granted to individuals whose positions are not included in the access matrix. Requests to add a position to the access matrix shall be submitted by a department head or elected official to the Business Services Director, who will bring the request to the CAO. The CAO has sole discretion and authority to add an employee or position to the access matrix.

5. HIGH SECURITY ACCESS AREAS AND BUILDINGS:

- 5.1. This policy shall not supersede Policy 515: Court Facility Security.
- 5.2. Specific buildings owned or leased by Marion County may be designated by the CAO as high security access buildings. Access to high security areas and buildings does not imply authority over the area. Authority for high security areas and buildings remains with the department head or elected official charged with the security of that area.
- 5.3. Areas within buildings owned or leased by Marion County that are subject to the CJIS security policy shall be designated as high security access. Department Heads and Elected Officials may request that the CAO also designate additional areas, which are not specifically covered by the CJIS security policy, as high security access.

5.4. Individuals whose positions allow unescorted access into high security areas or buildings shall comply with the provisions of the CJIS security policy, including a fingerprint-based national records check. Individuals who do not receive CJIS clearance shall not be granted unescorted access to high security areas or high security buildings. Access to high security areas shall not be granted prior to CJIS clearance.

5.5. Employees, contractors, volunteers and members of the public who enter high security access buildings or areas must be escorted and must comply with the building security and access policy. Additional security requirements may exist for these buildings and will be referenced in the applicable building security and access procedures.

6. EXCEPTIONS:

6.1. This policy does not apply to the large brass skeleton keys at the jail, vehicle keys, or Public Works equipment keys.

7. PERIODIC REVIEW:

7.1. Marion County Business Services shall review this policy and procedures annually and update it every three years or more frequently if necessary.

Adopted: 1/09

Reviewed: 09/24, 5/25

Revised: 6/25



ADMINISTRATIVE PROCEDURES

TITLE: Building Security and Access		PROCEDURE #: 524-A
DEPT: Business Services		PROGRAM: Risk Management
EFFECTIVE DATE: 1/09	REVIEWED: 05/25	REVISED: 06/25

OBJECTIVE: To establish procedures for requesting and issuing keys and keycards for access to buildings owned and operated by Marion County.

REFERENCE: Policy #524

POLICY STATEMENT: To establish the requirements for gaining key and keycard access to Marion County facilities.

APPLICABILITY: All county departments, county employees, volunteers and contracted providers who may need key or keycard access.

PROCEDURES:

1. Definitions:

- 1.1. County Access Coordinator (CAC): A Business Services employee who assigns building access per department needs that align with policy 524.
- 1.2. Department Access Coordinator (DAC): An employee(s) assigned by their department head or elected official to coordinate key and keycard access for that department.
- 1.3. Access Request Form: An electronic form that DACs submit online to Business Services to request building access.
- 1.4. Keycard / Key fob: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.
- 1.5. Key System Hierarchy: A multiple-level key structure where each level in the hierarchy provides a different level of access.
 - 1.5.1. Great Grand Master Key (GGM): A key that opens all county locks within that key system hierarchy.
 - 1.5.2. Single Key Different (SKD): A unique key that accesses areas where materials that are sensitive in nature are stored and requires additional security. SKD locks cannot be accessed by any other key in the key structure except the GGM.

- 1.5.3. Grand Master Key (GM): A key that opens all locks within a specific building, except for SKD locks or doors with a keycard reader.
- 1.5.4. Master Key (MK): A key that provides access to a group of rooms within a department or building.
- 1.5.5. Department Key (DK): A key that provides access to a single room, office, or door within an individual building.
- 1.6. KeyWatcher Box: An electronically controlled lock box that holds metal keys for employees to check out on an as needed basis.
- 2. Keycard Access and Issuance:
 - 2.1. Departments requesting that an employee possess more than one active keycard must first receive authorization from their department head or elected official. Upon receiving authorization, DACs must submit the request through the *Access Request Form*. The CAC will request authorization from the Marion County CAO prior to activating additional keycards.
 - 2.1.1. Upon receipt of CAO's access decision, the CAC shall let the DAC know the outcome of the decision.
 - 2.1.2. The *Access Request Form* can be found on the Business Services intranet page or by clicking: <https://apps.intra.co.marion.or.us/BS/FM/AccessRequest/>
 - 2.2. Employees may be issued appropriate keys and keycard(s) needed to access offices and/or work areas as determined by the department director or elected official per policy 524.
 - 2.2.1. In the case of a lost or forgotten keycard, see *Procedure 524-B*.
 - 2.3. All requests for keys, keycards, or key fobs must be submitted electronically through the *Access Request Form* by a DAC. Authorization from the employee's immediate supervisor and DAC must be received by Business Services.
 - 2.4. Business Services will issue keys and keycards to new employees during the county's new employee orientation, Right Start.
 - 2.5. At the time a position recruitment is filled, DACs will submit to Business Services the employee's name, department, job title, office location, start date, and employment status on the *Access Request Form*. Business Services will establish the new employee's keycard access and assign keys if necessary. All issued items will be inventoried and signed for by the employee during Right Start.
 - 2.5.1. When an employee will not be attending Right Start or their scheduled shift falls outside normal business hours, the DAC will receive any assigned items through the inner office mail courier program. DACs are responsible for securing the employee's signature when the keys or keycards are issued and must return a copy of the signed form to Business Services.

- 2.6. A key and keycard inventory audit will be conducted with each employee's performance evaluation annually. DACs will coordinate with Business Services to provide inventory lists to supervisors for audit purposes.
 - 2.6.1. If any change in job status, departmental role, or reduction in access occurs and assigned keys are no longer required, Department Head or designee shall coordinate with DACs to return the unrequired keys to Business Services.
- 2.7. DACs may request access be granted to outside agents, vendors, and contractors with approval from the appropriate department head or elected official.
- 2.8. Volunteers who require keycard access must be registered with the volunteer coordinator before a keycard is issued. The DAC is responsible for submitting the request on the *Access Request Form* and for securing the keycard at the completion of the volunteer's assignment.
- 2.9. In the event a key or keycard is lost or stolen, Business Services must be notified as soon as possible so that the security of the facility can be preserved. Notification should be done even if there is a chance that the keycard may later be found. Lost or Stolen keys and/or keycards will not be replaced until the DAC provides written notification of the loss to Business Services and the employee's immediate supervisor.
 - 2.9.1. For a temporary assigned keycard, see *Procedure 524-B*.

3. Key Issuance:

- 3.1. A GGM key shall not be issued to anyone outside of Business Services. The issuance of this key is restricted and should not be issued to anyone who is not in a management position. In an emergency involving life and safety, the GGM may be temporarily issued to emergency responders. At the conclusion of the event, the GGM must be retrieved and accounted for.
- 3.2. Department heads and elected officials may request that GM keys be issued for employees based on business needs. The issuance of GM building keys will be limited only to those employees who have a need for frequent access in order to perform job-related responsibilities. A GM key request will require the signature of the department head or elected official requesting the key. Requests for keys that will allow access to another department's work area require prior approval from the department head or elected official who occupies the space to be accessed.
- 3.3. DACs may request department keys or master keys only for areas that their assigned department occupies.
 - 3.3.1. Requests for department keys or master keys outside of the employee's associated department must go through the CAC. The CAC will get the needed approvals from the outside departments.
- 3.4. KeyWatcher boxes will hold keys that can be accessed for a case by case need when frequent access is unnecessary. This allows for the least amount keys being assigned when feasible.
 - 3.4.1. DACs must submit an *Access Request Form* to request access to the KeyWatcher boxes.

- 3.4.2. KeyWatcher box approval will adhere to the same guidelines as key or keycard approval that align with *Policy 524*.
- 3.5. The Business Services work order system will be used to request changes to locks or keying.
- 3.6. Requests for single key different (SKD) locks will require approval of the appropriate department head or elected official and the CAO.
4. Change Status:
- 4.1. DACs must immediately notify Business Services when any change in an employee's status or business arrangement results in restricting building access or terminating building access.
- 4.2. DACs may request a change to existing keycard access levels for their areas. DACs shall obtain all necessary approvals prior to forwarding such a request to Business Services. Business Services may verify changes in status with Human Resources before executing changes to confirm reassignment to another department or other status changes that would result in granting additional access.
- 4.3. DACs may request temporary changes to access levels. Temporary changes may be needed when special projects or deadlines require employees to work beyond their normal schedule. Temporary access will not be granted to areas not under the control of the employee's department. Requests for access to another department's area will require the authorization of that department head or elected official who controls the space.
- 4.4. Department Heads and Elected Officials are responsible for ensuring that an audit of keys, keycards, key fobs, and access is conducted for each employee annually. DACs will provide the annual audit to Business Services. Any unused, unneeded, or obsolete (no longer valid) keys, keycards, or key fobs must be returned to Business Services along with a notice of any change in access.
5. Department Access:
- 5.1. Departments are responsible for complying with county policy when determining department level access protocols for employees, agents, contractors and visitors based on business need, job specifications, and nature of work performed in the area.
6. Replacement Keys or Keycards:
- 6.1. Initial keycards and necessary keys will be issued to all qualifying employees without charge.
- 6.2. Keys and keycards that are broken or worn will be replaced without a charge. The original keycard or parts of the broken key must be returned to Business Services prior to reissuance.
- 6.3. Replacement of lost or stolen keys, keycards, key fobs or failure to return assigned keys, keycards, or key fobs may result in charges to the key, keycard, key fob assignee. The replacement fee for each item is a minimum of fifteen dollars (\$15).

- 6.4. Failure to collect keys, keycards, or key fobs from an employee upon their departure from the department may result in replacement charges to the department. The replacement fee for each item is a minimum of fifteen dollars (\$15).

7. High Security Access Areas and Buildings:

- 7.1. Upon the authorization of the department head or elected official, the DAC may request that an employee, volunteer, or contractor be granted unescorted access into high security areas or buildings.
- 7.2. Individuals who require unescorted access, shall comply with the provisions of the CJIS security policy, including a fingerprint-based national records check. Individuals who do not receive CJIS clearance shall not be granted unescorted access to high security areas or buildings.
- 7.3. The CAC shall confirm that CJIS clearance has been given. Access to high security areas or buildings shall not be granted prior to confirmation of CJIS clearance.



ADMINISTRATIVE PROCEDURES

TITLE: One-Day Temporary Keycard		PROCEDURE #: 524-B
DEPT: Business Services		DIVISION: Risk Management
EFFECTIVE DATE: 06/2023	REVIEWED: 6/25	REVISED: 06/25

OBJECTIVE: To establish procedures for requesting and issuing one-day keycard access to buildings owned and operated by Marion County.

REFERENCE: Policy #524

POLICY STATEMENT: To establish the requirements for gaining key and keycard access to buildings owned and operated by Marion County.

APPLICABILITY: All Marion County employees, volunteers, and contractors.

PROCEDURES:

1. Definitions:

- 1.1. Department Access Coordinator: An employee within each county department who will coordinate key and keycard access for employees of that department.
- 1.2. Keycard: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.

2. One-Day Keycard Requests and Activation:

- 2.1. All employees with an active keycard needed to access offices and work areas may request a one-day keycard in the event they have forgotten theirs for the day.
- 2.2. Only one keycard may be active per employee/individual at any time, and therefore the employee's original key card will be disabled when the temporary keycard is issued.
- 2.3. All employee requests for one-day keycards must be submitted through an *Access Request Form*. Authorization from the employee's immediate supervisor and department access coordinator must be received by facilities management.
 - 2.3.1. Business Services will issue all department access coordinator inactive keycards to give to any department employee that has been authorized to receive a temporary keycard. Requests for additional inactive keycards shall be submitted via email to Keycard_Schedule@co.marion.or.us or by calling Business Services.
 - 2.3.2. Upon the completion of the Access Request Form, the access coordinator shall work directly with Business Services to activate the temporary key card and disable the original keycard of

the employee.

- 2.4. In the event a one-day keycard is lost or stolen, Business Services must be notified as soon as possible to ensure the security of the facility can be preserved. Notification should be made even if there is a chance that the card may later be found.

- 2.4.1. Lost or stolen keycards will not be replaced until the department access coordinator provides written notification to Business Services and the employee's immediate supervisor.

3. Active Status:

- 3.1. All one-day keycards will be preset to disable after 9:00 a.m. of the following day it was issued.
 - 3.2. The employee's original keycard will be temporarily disabled until the one-day keycard is returned to the department access coordinator.
 - 3.3. Upon notification from the department access coordinator that the one-day keycard has been returned, Business Services shall reactivate the employee's original keycard and delete the one-day temporary card from the employee's account.
 - 3.3.1. The one-day keycard will then be deactivated and reassigned to the issuing department account, ready for the next assignment.

4. Replacement One-Day Temporary Keycards:

- 4.1. Replacement of lost or stolen one-day keycards or failure to return assigned keycards may result in charges to the employee that was issued the temporary keycar



ADMINISTRATIVE PROCEDURES

TITLE: Countywide Building Access Matrix		PROCEDURE #: 524-C
DEPT: Business Services		PROGRAM: Risk Management
EFFECTIVE DATE: 1/09	REVIEWED: 11/24	REVISED: 06/25

OBJECTIVE: To establish procedures for requesting and issuing countywide keycard access to buildings owned and operated by Marion County.

REFERENCE: Policy #524

POLICY STATEMENT: To establish the requirements for gaining key and keycard access to buildings owned and operated by Marion County.

APPLICABILITY: All county departments, county employees, volunteers and contracted providers who may need countywide keycard access.

PROCEDURES:

1. Countywide Building Access Matrix:

- 1.1. Any request for countywide access will be approved or denied according to the guidelines of the Countywide Building Access Matrix.
- 1.2. Any request outside of the Countywide Building Access Matrix must be authorized by the Marion County CAO prior to access being granted.

Countywide Building Access Matrix - Procedure 524-C

Locations:			Courthouse	Courthouse Square	Health	Juvenile	PSB	Corrections	Dog Shelter	Public Works	Gates/Fuel
Group	Organization	Job Title / Role	(County/Court)	(County/Transit)	(County)	(County/Court)	(County)	(Court)	(County)	(County)	(County)
1	BS-FM	Facilities Management (Managers & Supervisors) Electrician Bldg Maintenance Specialist	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All Includes IT Network	Level 1 - All	Yes
	BS-Admin	Business Services Director Business Services Administrative Manager									
	BS-RM	Risk Manager Loss Control Coordinator									
2	BOC	CAO County Commissioner Deputy CAO	Level 1 - County Excludes Court Records	Level 1 - County	Level 1 - County	Level 1 - County	Level 1 - County	N/A	Level 1 - County	Level 1 - County	Yes
3	BS-FM	Custodial Worker	Level 5 - County Excludes Court Records	Level 5 - County	Level 5 - County	Level 5 - County	Level 5 - County	Level 5 - County	Level 5 - County Limited To 118A, 118B, 127, 130B	Level 5 - County	Yes
4	IT	IT Director/ Deputy Director / Managers / CIO IT Administrator Database Administrator Support Specialist (IT)	Level 1 - County Excludes Court Records	Level 1 - County	Level 1 - County	Level 1 - County	Level 1 - County	N/A	Level 1 - County	Level 1 - County	Yes
5	SO	Sheriff Under Sheriff Enforcement Commander Enforcement Lieutenant Enforcement Sergeant Enforcement Deputy	Level 1 - All Excludes Court Records	Level 1 - County	Level 1 - All	Level 1 - All	Level 1 - All	Level 1 - All	Level 1 - All	Level 1 - All	Yes

Level 1 = 24/7 (Always - Holidays Included)
 Level 2 = 5:00a - 10:00p Su-Sa (Extended - No Holidays)
 Level 3 = 6:00a - 8:00p M-F (Standard - No Holidays)
 Level 4 = 7:30a - 5:30p M-F (Courts - No Holidays)
 Level 5 = 3:00p - 3:00a M-F (Custodial - No Holidays)

All = County and Non-County doors (Excludes IT Network, DA Areas, JUV Del
 County = All County doors (Excludes Non-County areas such as Housing and Transit) (Excludes IT Network, DA Areas,

*DA Areas need their own CJIS Clearance through the DA's Office
 *IT Network Rooms removed from groups 2-6 (Needs IT approval)



ADMINISTRATIVE POLICIES

SECTION:	Health, Safety & Security	POLICY #:	524
TITLE:	Building Security and Access	PROCEDURE #:	524-A 524-B One Day Temp Card 524-C Access Matrix
		ORDER #:	09-3
DEPT:	Business Services	DIVISION:	Risk Management
ADOPTED:	1/09	REVIEWED:	4/09/2024
		REVISED:	4/09/2024

PURPOSE: The purpose of this policy is to establish organizational guidelines for protecting the property, privacy and security of county employees, volunteers and members of the public by regulating which persons are issued keys and keycards for access to buildings owned, leased, and operated by Marion County.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 ~~and~~, 203.111, and 203.230.

The Marion County Board of Commissioners expresses the governing body's ~~formal~~official organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve ~~as guides to decision-making for both elected and appointed officials on the conduct of county business~~ to provide rules for public officials on the conduct of county business.

The Administrative Policies and Procedures ~~Manual of the Board of Commissioners~~ outlines the ~~methods, forms and process~~ through which the ~~board~~ Board of Commissioners takes ~~official~~formal action on administrative policy, ~~and is the official record of county administrative policy~~.

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POLICY GUIDELINES:

1. ~~Definitions~~ DEFINITIONS:

#1.1. County Access Coordinator (CAC): A Business Services employee assigned to coordinate with Department Access Coordinators to assign building access per department needs that align

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SUBJECT: BUILDING SECURITY AND ACCESS

- ~~b.1.2.~~ Department Access Coordinator (DAC): An employee within a county department assigned by the department head or elected official to coordinate key and keycard access for that department. ~~Building Access Coordinator: An employee assigned to coordinate with department access coordinators when multiple departments exist within a single building.~~
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2. Responsibilities: ~~RESPONSIBILITIES:~~
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- 2.3. Whenever feasible, the building security procedures for leased facilities operated by the county shall be the same as that of county-owned facilities.
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- 2.4. Keys and keycards are the exclusive property of Marion County. ~~No county key or keycard shall be duplicated by anyone other than facilities management personnel unless delegated to do so by facilities management. A redundant keycard access system will be kept in place at public works to allow for ease of operational needs in public works and to provide backup for business continuity planning. Duplication of any county key, keycard, or key fob is strictly prohibited.~~
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- 2.5. ~~Facilities management~~ Business Services ~~is~~ will be responsible for maintaining countywide records for issuance and use of all keys and keycards.
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SUBJECT: BUILDING SECURITY AND ACCESS

2.6. Only one keycard may be active for an individual at any time unless otherwise approved by the Marin County Chief Administrative Officer (CAO).

Marion County reserves the right to deactivate keycards and key fobs at any time without notice. The holder of a deactivated card or fob shall promptly return it to the department's DAC access coordinator. The department access coordinator DAC shall return all keys, and keycards, and key fobs to facilities management Business Services as soon as they are no longer needed within two weeks of termination or change in access. Facilities management may delegate to departments with specialized needs, including public works and the sheriff's office institutions, the authority and responsibility to collect and maintain all unused keys and keycards for their respective areas.

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SUBJECT: BUILDING SECURITY AND ACCESS

2.7

2.8. ~~Key, and keycard, and key fob~~ holders shall immediately notify their ~~department access coordinator~~ DAC if a ~~key, or keycard, or key fob~~ is misplaced, lost or stolen. Failure to immediately report a lost or stolen ~~key, or keycard, or key fob~~ may result in disciplinary action.

2.9. Individuals shall only use or hold ~~keys, or keycards, or key fobs~~ that are officially assigned to them. ~~No person shall allow the use of a key or keycard to give access to a person who does not have authority to be in the controlled space. Keys, and/or keycards, and key fobs may not be loaned or re-assigned except through Marion County Facilities Management or public works for public works campuses.~~ Business Services. Misuse of a key or keycard may result in disciplinary action.

2.10. ~~Department access coordinators~~ Department heads and elected officials are responsible for ~~ensuring and audit of tracking keys, and keycards, and key fobs, and access needed is conducted annually for each employee for maintaining accurate records. Obsolete or unneeded keys to other than Public Works campuses must be returned to facilities management.~~

2.11. Business Services shall charge a reasonable fee for ~~misplaced, lost, or stolen keys, keycards, or key fobs, or keys that are not returned to Business Services by the department.~~

2.12. Departments shall be financially responsible for rekeying areas or buildings as a result of ~~lost or stolen keys.~~

2.13. Permitted Access. All persons granted access shall only use that privilege for the purposes of their work, job duties, work schedule, and work location. Any other use must be authorized by their DAC or Director.

3. Identification Cards: IDENTIFICATION CARDS:

3.1. All employees and volunteers shall be issued a photo identification card, which ~~they must be kept~~ with them and be visible while conducting Marion County business ~~unless the Department identifies a safety concern. Departments may establish requirements for displaying county identification while conducting county business or working in restricted areas.~~ Departments may also establish policies requiring visitors, contractors or other persons to wear temporary visitor identification badges while unescorted in a department.

4. Building Access: BUILDING ACCESS:

4.1. Employees, volunteers, or other individuals who need regular access to county buildings, will be issued the least number of keys and the lowest level of access in the locking system hierarchy that is necessary, based on their ~~job assigned~~ duties.

4.2. ~~Department heads and elected officials shall name one department access coordinator and one or more alternates. Department access coordinators shall support the department head or elected official in coordination of department accesses. The department head or elected official is responsible for notifying facilities management.~~ Business Services if there is a change of designated ~~department access coordinator~~ DAC. ~~Department access coordinators~~ DACs may

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Commented [WW1]: ?and work schedule?

Commented [HJ2R1]: I don't work schedule matters because once a key is assigned it is not returned unless their access needs change.

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SUBJECT: BUILDING SECURITY AND ACCESS

request keys ~~and/or access or keycards~~ only for ~~those~~ buildings and/or areas associated with ~~where their department is located~~. ~~Department access coordinators~~DACs may not ~~authorize~~request access to another department's space. ~~In the event that~~ such access is necessary, both departments ~~will have to~~must authorize the access before it will be granted.

4.3. ~~Department access coordinators~~DACs may ~~grant~~authorize access to common or shared areas within a building occupied by one or more departments. When multiple departments occupy a single building, ~~a or access to another department is requested, the CAC building access coordinator shall be assigned to~~ coordinate requests from the individual ~~department access coordinators~~DACs to ensure consistent policy application ~~of this policy is applied~~ and to resolve conflicting access issues.

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SUBJECT: BUILDING SECURITY AND ACCESS

~~4.4. Department access coordinators~~The DAC, Department Head, or Elected Official must immediately notify ~~facilities management~~Business Services of any change in status or business arrangement that will result in restricting building access or terminating building access.

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~~4.5. It is necessary that certain individuals and positions be~~that are granted Countywide access to buildings and areas outside of their assigned department shall be in a position that is defined within the Countywide Building Access Matrix. A building access matrix shall therefore be established under the direction of the Marion County Chief Administrative Officer (CAO). The Countywide Building Access Matrix, see Procedure 524-C, which will identify building access levels for these individuals and positions, based on business need and assigned responsibilities. Countywide access shall not be granted to individuals whose positions are not included on the access matrix. Requests to include an employee or a position on the access matrix shall be submitted to the CAO by a department head or elected official to the Business Services Director, who will bring the request to the CAO. The CAO has sole discretion and authority to add an employee or position to the access matrix.

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5. High Security Access Areas and BuildingsHIGH SECURITY ACCESS AREAS AND BUILDINGS:

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~~5.1. This policy shall not supersede~~supersede Policy 515: Court Facility Security.

~~5.2. Specific buildings owned or leased by Marion County may be designated by the CAO as high security access buildings. These include the courthouse, the juvenile department, the justice courts, and the jail complex.~~Access to high security areas and buildings does not imply authority over the area. Authority for high security areas and buildings remains with the department head or elected official charged with the security of that area.

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~~5.3. Areas within buildings owned or leased by Marion County that are subject to the CJIS security policy shall be designated as high security access. Department Heads and Elected Officials may request that the CAO also designate certain additional areas, which are not specifically covered by the CJIS security policy, as high security access.~~

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~~5.4. Individuals whose positions require allow~~unescorted access into high security areas or buildings shall comply with the provisions of the CJIS security policy, including a fingerprint-based national records check. Individuals who do not receive CJIS clearance shall not be granted unescorted access to high security areas or high security buildings. Access to high security areas shall not be granted prior to CJIS clearance.

Commented [WW3]: Individuals with clearance should still use discretion when entering High Security Areas and Buildings. Use the main entrance when appropriate, announce your entry.

Commented [HJ4R3]: Should this be a procedure item instead of policy?

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~~5.5. Employees, contractors, volunteers and members of the public who enter high security access buildings or areas, must be escorted and must comply with the building security and access policy. Additional security requirements may exist for these buildings and will be referenced in the applicable building security and access procedures.~~

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6. ExceptionsEXCEPTIONS:

~~6-6.1. This policy does not apply to the large brass skeleton keys at the jail, vehicle keys, or Public Works equipment keys.~~

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~~This policy does not apply to the large brass skeleton keys at the jail, vehicle keys, or public works equipment keys.~~

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SUBJECT: BUILDING SECURITY AND ACCESS

7. ~~Periodic Review~~ PERIODIC REVIEW:

~~7.7.1. Marion county Business Services shall review this policy and procedures annually and update it every three years or more frequently if necessary.~~

~~The Marion County Risk Manager shall review this policy and corresponding procedures annually and update it as needed.~~

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Adopted: 1/09

Reviewed: 09/24

Revised: 12/24

SUBJECT: BUILDING SECURITY AND ACCESS

Countywide Building Access

Group	Organization	Job	Courthouse 100 High St (County/Court)	Courthouse Square 555 Court St (County/Transit)	Health 3190 Center St 2421 Lenoir Dr (County)	Juvenile 2270 Center St 3520 Center St (County/Court)	Parole/Probation 4040 Aumaville Hwy (County)	Corrections 4000 Aumaville Hwy (County)	Dog Shelter 3580 Aumaville Hwy (County)	Public Works Building One Silverton Rd (County)	Gate/Fuel
1	BS FM BS FM BS FM BS-Admin BS-RM BS-RM	Bldg Maintenance Specialist Electrician Facilities Management Business Services Director Loss Control Manager Risk Manager	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Yes
2	BDC BDC BDC	CAO County Commissioner Deputy CAO	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 1 All	Yes
3	BS FM	Custodial Worker	Level 6 Excludes Court Records and IT Network	Level 6 Excludes Non-County and IT Network	Level 6 Excludes IT Network	Level 6 Excludes IT Network	Level 6 Excludes IT Network	Level 6 Excludes IT Network	Level 6 Limited To 101, 127, 130B 134 and 137	Level 6 Excludes IT Network	Yes
4	IT IT IT IT IT	CIO/Deputy Director / Managers Network Analyst 3 Senior Database Administrator Database Administrator Support Specialist Telecom Tech	Level 1 County	Level 1 County	Level 1 County	Level 1 County	Level 2 County	n/a	Level 1 County	Level 1 County	Yes
5	SO SO SO SO SO	Enforcement Commander Enforcement Deputy Enforcement Lieutenant Enforcement Sergeants Sheriff Under-Sheriff	Level 1 Excludes Court Records	Level 1 County	Level 1 County	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Level 1 All	Yes
Level 1 = Always Level 2 = 05:30a - 08:00p - 7 Level 3 = 06:00a - 10:00p - 5 Level 4 = 06:00a - 06:00p - 5 Level 5 = 07:30a - 05:30p - 5 Level 6 = 03:30p - 01:15a - 5			All = County and non-county doors County = All County doors but does not include non-county areas such as housing and transit. Common = Common doors within a given building, not related to specific departments; ie: stairwells and entry doors.								

Commented [HJ5]: This matrix is being removed from the policy and added to the procedure.

TITLE: Building Security and Access		PROCEDURE #: 524-A
DEPT: Business Services		PROGRAM: Risk Management
EFFECTIVE DATE: 1/09	REVIEWED: 3/09 9/24	REVISED: 3/09 10/24

OBJECTIVE: To establish procedures for requesting and issuing keys and keycards for access to buildings owned and operated by Marion County.

REFERENCE: Policy #524

POLICY STATEMENT: To establish the requirements for gaining key and keycard access to Marion County facilities.

APPLICABILITY: All county departments, county employees, volunteers and contracted providers who may need key or keycard access.

PROCEDURES:

1. Definitions:

1.1. Building County Access Coordinator (CAC): An Business Services employee who assigned to coordinate with department access coordinators when multiple departments exist within a single building building access per department needs that align with policy 524.

1.2. Department Access Coordinator (DAC): An employee(s) assigned by their department head or elected official within each county department who will to coordinate key and keycard access for employees of that department.

1.3. Access Request Form: An electronic form that DACs submit online to Business Services to request building access.

1.4. Keycard / Key fob: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.

~~1.2.~~1.5. Key System Hierarchy: A multiple-level key structure where each level in the hierarchy provides a different level of access.

~~1.3.~~1.5.1. Grand Master Key (GM): A Medeco key that opens all locks within a specific building, with the exception of single key different locks and doors with a keycard reader. Great Grand Master Key (GGM): A key that opens all county locks within that key system hierarchy.

~~1.4.~~1.5.2. Great Grand Master Key (GGM): A Medeco key that opens all county locks, with the exception of the single key different locks. Single Key Different (SKD): A unique key that accesses areas where materials that are sensitive in nature are stored and requires

additional security. SKD locks cannot be accessed by any other key in the key structure except the GGM.

1.5.1.5.3. Keycard: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times. Grand Master Key (GM): A key that opens all locks within a specific building, except for SKD locks or doors with a keycard reader.

1.6.1.5.4. Master Key (MK): Provides access to a group of rooms within a department or building.

1.7.1.5.5. Passkey: Provides access to a single room, office or door within an individual building. Department Key (DK): Provides access to a single room, office, or door within an individual building.

1.8.1.6. Single Key Different (SKD): A unique Medeco key that opens a single secure door that is not part of the lock system hierarchy. SKD locks are used only where the sensitive nature of the materials requires additional security (for example, evidence storage rooms or ammunition storage rooms). Key Watcher Box: An electronically controlled lock box that holds metal keys for employees to check out on an as needed basis.

2. Keycard Access and Issuance:

2.1. All employees will be issued keys and keycards needed to access offices and/or work areas. Only one keycard may be active for an individual at any time. Departments requesting that an employee possess more than one active keycard must first receive authorization from their department head or elected official. Upon receiving authorization, DACs must submit the request through the Access Request Form. The CAC will request authorization from the Marion County CAO prior to activating additional keycards.

2.1.1. Upon receipt of CAO's access decision, the CAC shall let the DAC know the outcome of the decision.

2.1.2. The Access Request Form can be found on the Business Services intranet page or by clicking: <https://apps.intra.co.marion.or.us/BS/FM/AccessRequest/>

2.2. All requests for keycards must be submitted in writing on an Access Card Order Form. Authorization from the employee's immediate supervisor and department access coordinator must be received by facilities management. Employees may be issued appropriate keys and keycard needed to access offices and/or work areas as determined by the department director or elected official per policy 524.

2.2.2.2.1. In the case of a lost or forgotten keycard, see Procedure 524-B.

2.3. employee orientation. At the time a recruitment is filled, department access coordinators will, as part of their process of registering a new employee for new employee orientation, submit to facilities management the employee's name, department, job title, office location and completed Access Card Order Form. Facilities management will establish the new employee's keycard access and reserve keys if necessary. All issued items will be inventoried and signed for by the

employee during new employee orientation. Departments with specialized needs, including public works and sheriff's office institutions, may issue keys to employees with supervisory approval. The recipient must sign for all assigned keys. All requests for keys or keycards must be submitted electronically through the *Access Request Form* by a DAC. Authorization from the employee's immediate supervisor and DAC must be received by Business Services.

2.4. In cases where the employee will not be attending new employee orientation or their scheduled shift falls outside normal business hours, the department access coordinator or supervisor may sign for the key and/or keycard on behalf of the employee. An accurate inventory must be kept and forwarded to facilities management no less than quarterly. Department access coordinators may request access be granted to outside agents, vendors and contractors with approval from the appropriate department head or elected official. Business Services will issue keys and keycards to new employees during the county's new employee orientation, Right Start.

2.5. At the time a position recruitment is filled, DACs will submit to Business Services the employee's name, department, job title, office location, start date, and employment status on the *Access Request Form*. Business Services will establish the new employee's keycard access and assign keys if necessary. All issued items will be inventoried and signed for by the employee during Right Start.

2.4.2.5.1. When an employee will not be attending Right Start or their scheduled shift falls outside normal business hours, the DAC will receive any assigned items through the inner office mail courier program. DACs are responsible for securing the employee's signature when the keys or keycards are issued and must return a copy of the signed form to Business Services.

2.6. Volunteers who require keycard access must be registered with the volunteer coordinator before a keycard will be issued. The department access coordinator is responsible for securing the keycard at the completion of the volunteer's assignment. A key and keycard inventory audit will be conducted with each employee's performance evaluation annually. DACs will coordinate with Business Services to provide inventory lists to supervisors for audit purposes.

2.5.2.6.1. If any change in job status, department role, or reduction in access occurs and assigned keys are no longer required, DACs must return the unrequired keys to Business Services.

2.7. In the event a key or keycard is lost or stolen, facilities management must be notified as soon as possible so that the security of the facility can be preserved. Notification should be done even if there is a chance that the card may later be found. Lost or stolen keycards will not be replaced until the department access coordinator provides written notification of the situation to facilities management and the employee's immediate supervisor. DACs may request access be granted to outside agents, vendors, and contractors with approval from the appropriate department head or elected official.

2.8. Volunteers who require keycard access must be registered with the volunteer coordinator before a keycard is issued. The DAC is responsible for submitting the request on the *Access Request Form* and for securing the keycard at the completion of the volunteer's assignment.

2.9. In the event a key or keycard is lost or stolen, Business Services must be notified as soon as possible so that the security of the facility can be preserved. Notification should be done even if there is a chance that the keycard may later be found. Lost or Stolen keycards will not be replaced until the DAC provides written notification of the loss to Business Services and the employee's immediate supervisor.

2.6.2.9.1. For a temporary assigned keycard, see Procedure 524-B.

3. Key Issuance:

3.1. A GGM key shall not be issued to anyone outside of ~~facilities management~~Business Services. The issuance of this key is restricted and should not be issued to anyone who is not in a management position. In an emergency situation involving life and safety, the GGM may be temporarily issued to emergency responders. At the conclusion of the event, the GGM must be retrieved and accounted for.

3.2. Department heads and elected officials may request that GM keys be issued for employees based on business needs. The issuance of GM building keys will be limited only to those employees who have a need for frequent access in order to perform job-related responsibilities. ~~All key requests will be carefully reviewed.~~ A GM key request will require the signature of the department head or elected official requesting the key. Requests for keys that will allow access to another department's work area requires prior approval from the department head or elected official who occupies the space ~~that would be accessible~~to be accessed.

3.2.

3.3. ~~Department access coordinators~~DACs may request ~~passkeys~~department keys or master keys only for areas that their assigned department occupies.

3.3.1. Requests for department keys or master keys outside of the employee's associated department must go through the CAC. The CAC will get the needed approvals from the outside departments.

3.4. KeyWatcher boxes will hold keys that can be accessed for a case by case need when frequent access is unnecessary. This allows for the least amount keys being assigned when feasible.

3.4.1. DACs must submit an *Access Request Form* to request access to the KeyWatcher boxes.

3.3.3.4.2. KeyWatcher box approval will adhere to the same guidelines as key or keycard approval that align with *Policy 524*.

3.4.3.5. The ~~facilities management~~Business Services work order system will be used to request changes to locks or keying, ~~with the exception of the public works campuses. Public works will continue to maintain the locks at the public works campuses. Public works shall provide facilities with an accurate record of the locking system hierarchy that is in place at the public works campus.~~

~~3.5.3.6.~~ Requests for single key different (SKD) locks will require approval of the appropriate department head or elected official and the ~~chief administrative officer~~ CAO.

4. Change Status:

4.1. ~~Department access coordinators~~ DACs must immediately notify ~~facilities management~~ Business Services ~~of when~~ any change in an employee's status or business arrangement ~~that will result~~ in restricting building access or terminating building access.

4.2. ~~DACs~~ may request a change to an existing keycard's access level ~~times~~ for their areas. ~~Department access coordinators~~ DACs shall obtain all necessary approvals prior to forwarding such request to ~~facilities management~~ Business Services. ~~Facilities management~~ Business Services may verify changes in status with ~~H~~ human ~~R~~ resources before executing changes ~~as a result of to~~ confirm reassignment to another department or other status changes that would result in granting additional access. ~~Public works will notify facilities management regarding similar requests at public works campuses.~~

4.3. ~~DACs may request temporary changes to access levels.~~ Temporary changes may be ~~required~~ needed when special projects or deadlines require employees to work beyond their normal schedule. Temporary access will not be granted to areas not ~~occupied by~~ under the control of the employee's department. Request for access to another department's area will require the authorization of ~~the that~~ department head or elected official who ~~occupies~~ controls the space.

~~4.3.4.4.~~ DACs will conduct an annual audit of assigned keys for everyone in their department. Any unused, unneeded, or obsolete (no longer valid) keys must be returned to Business Services.

5. Department Access:

5.1. Departments ~~will develop~~ are responsible for complying with county policy when determining department level access protocols for employees, agents, contractors and visitors based on business need, job specifications, and nature of work performed in the area.

6. Replacement Keys or Keycards:

6.1. ~~The initial~~ keycard and necessary keys will be issued to ~~new Marion County~~ all qualifying employees without charge.

6.2. Keys and keycards that are broken or worn will be replaced without a charge. The original keycard or parts of the broken key must be returned to ~~facilities management~~ Business Services prior to reissuance. ~~or to the public works security personnel for public works campuses.~~

6.3. Replacement of lost or stolen keys or keycards or failure to return assigned keys or keycards may result in charges to the ~~person identified as the~~ key/ keycard ~~or key~~ assignee. The replacement fee for each item is fifteen dollars (\$15).

6.4. Failure to collect keys or keycards from an employee upon their departure from the department may result in replacement charges to the department. The replacement fee for each item is fifteen dollars (\$15).

7. High Security Access Areas and Buildings:

7.1. Upon the authorization of the department head or elected official, the DAC may request that an employee, volunteer, or contractor be granted unescorted access into high security areas or buildings.

7.2. Individuals who require unescorted access, shall comply with the provisions of the CJIS security policy, including a fingerprint-based national records check. Individuals who do not receive CJIS clearance shall not be granted unescorted access to high security areas or buildings.

~~6.3-7.3.~~ The CAC shall confirm that CJIS clearance has been given. Access to high security areas or buildings shall not be granted prior to confirmation of CJIS clearance.

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the Matter of Revising Administrative)
Policy 524 Building Security and Access)
And Its Procedure 524-A, 524-B, and 524-C)

ORDER No. 25-

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, June 25, 2025, to consider approval of changes to Marion County Policy and Procedure;

WHEREAS, Marion County Policy 524 relates to determining which persons are issued keys or keycards that grant access to buildings owned and operated by Marion County; and

WHEREAS, Marion County Policy 524-A relates to the procedure for requesting and issuing keys and keycards for accessing buildings owned and operated by Marion County; and

WHEREAS, Marion County policy 524-B relates to the procedure for requesting and issuing keycards that grant one-day access to Marion County buildings; and

WHEREAS, Marion County policy 524-C relates to the procedure for requesting and issuing countywide keycard access to Marion County buildings in accordance with the Countywide Building Access Matrix.

IT IS HEREBY ORDERED that the revised Marion County Administrative Policy 524 and its procedures 524-A, 524-B, and 524-C are hereby approved.

DATED at Salem, Oregon the 25th day of June, 2025.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Attachment:

Policy 524
Procedure 524-A, 524-B, and 524-C
Redline Policy 524 and Related Procedures