AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Resolution; Adopting the Hard Key and Access Badge

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached draft policy for consideration. The language has been reviewed and approved by Sustainable Operations Director John Cattles.

Fiscal Impact:

Submitted by: Josh Ost **Submitter's Email Address:** jost@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 11/13/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 11/15/17

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 11/15/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 11/15/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 11/21/2017

Revised April 2015

BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO
RESOLUTION #2017-_____

A RESOLUTION ADOPTING THE HARD KEY AND ACCESS BADGE ISSUANCE/REPLACEMENT/RETURN POLICY AND RESCINDING THE PREVIOUS VERSION

WHEREAS, Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, Gunnison County's current Key Replacement Policy does not adequately address the needs of the Gunnison County Facilities & Grounds Department with regard to the true cost of rekeying locks as well as the technological advances related to electronic access badges; and

WHEREAS, the attached Hard Key and Access Badge Issuance/Replacement/Return Policy (Exhibit A) was created to accurately align with the Gunnison County Facilities & Grounds Department's concerns and procedures as they relate to authorizing entry to all County facilities.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Gunnison, Colorado that:

1. The attached Hard Key and Access Badge Issuance/Replacement/Return Policy (Exhibit A) is adopted; and
2. The attached Key Replacement Policy (Exhibit B) is rescinded.

INTRODUCED by Commissioner _____, seconded by Commissioner _____, and adopted this 21st day of November, 2017.

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF GUNNISON, COLORADO

By _____
Phil Chamberland, Chairperson

By _____
Jonathan Houck, Vice-Chairperson

By _____
John Messner, Commissioner

Attest:

_____
Deputy County Clerk

EXHIBIT A

Policy Name:	Hard Key and Access Badge Issuance/Replacement/Return Policy			**Policy Number:**	(Assigned after adoption.)
Approval Authority:	Gunnison County Board of County Commissioners			**Date of Adoption:**	11/21/2017
Effective Date:	11/21/2017	**Adoption Document:**	Resolution #(assigned after adoption)		
Review Date:	11/21/2022	**Review Frequency:**	Every five (5) years.	**Policy Custodian:**	Facilities & Grounds Department

PURPOSE

It is the responsibility of the Sustainable Operations Director, working in conjunction with all department heads and via an adequate key control system, to ensure that access to all County facilities is limited to the personnel who require such access to perform their official County-related duties. This system limits access to authorized personnel, safeguards against unauthorized entrance to County facilities, and provides for an inventory record of hard key and access badge distribution. The system of key issuance, tracking and recovery shall be consistent across County departments with individual departments managing as appropriate. Further, this system incorporates a series of fines for individuals who lose or do not return hard keys and/or access badges for which they are responsible, and it ultimately provides for reimbursement to the County for the cost of duplicating lost access badges and/or rekeying areas of buildings that require it due to loss or non-return of hard keys. All hard keys and access badges with access to any or all Gunnison County facilities are the sole property of Gunnison County.

SCOPE

This policy applies to all persons who are issued County hard keys and/or access badges with the exception of badges with access to secured and restricted areas at the Airport, in which case Airport policies complying with Federal regulations will supersede this policy.

DEFINITIONS

- Hard Key: Traditional metal key used to manually open a lock.
- Access Badge: Plastic card electronically coded to allow access to specific facilities and areas.

POLICY STATEMENTS

Initial Issuance Responsibilities; Hard Keys and/or Access Badges:

1. Department heads are responsible for ensuring that employees who need access badges have their photos taken (when required) and access cards requested during their initial meeting with Human Resources.
2. Department heads are responsible for initiating the Receipt for Hard Keys and/or Access Badges form (Exhibit A) and completing the requested access portion on the last page.
3. Employees are required to sign and submit the Receipt for Hard Keys and/or Access Badges before any hard keys and/or access badges are transferred to their possession.
4. Access to the key card and electronic door control system will be limited to those departments and authorized users in relevant departments that have reasonable need to access the system for door

scheduling, security and key card creation. Authorized users are responsible for changes and modifications made in the system, and they must be adequately trained to operate the system.

Lost or Stolen Responsibilities; Hard Keys and/or Access Badges:

1. Employees who lose hard keys or access badges, or have them stolen, shall notify the appropriate department head immediately.
2. Employees will be subject to the following penalties for lost or stolen hard keys and/or access badges:
    a. Hard Keys:
        i. The employee agrees to pay $50.00 per key the first time a key is lost, and $250.00 per key each additional time a key is lost. Example: If an employee loses both an exterior door key and an office key, the employee would owe the County $100.00. If both keys are lost a second time, the charge would be $500.00. In addition, the employee will reimburse the County for the cost of rekeying the area(s) affected.
        ii. The employee will be charged $500.00 for duplicating or attempting to duplicate a key assigned by the County. In addition, the employee will reimburse the County for the cost of rekeying the area(s) affected.
    b. Access Badges:
        i. The employee agrees to pay $25.00 per badge after the second and subsequent losses (the first loss will be forgiven).

Termination Responsibilities; Return of Hard Keys and/or Access Badges:

1. Department heads are responsible for notifying the Facilities & Grounds Department and the IT Department of any employee's voluntary/involuntary termination or suspension from employment so that access badges can be deactivated. Badges may be deactivated by other authorized users of the access control system with department head approval.
2. Department heads must collect all hard keys and access badges assigned to the employee and return them to the Facilities & Grounds Department for inspection and reassignment/destruction.
3. Any employee leaving, transferring or changing County service is responsible for returning all County hard keys and access badges provided during the course of employment, by close of business on the last day of employment. Failure to timely return County hard keys and access badges will result in deduction of the below monetary penalties from the employee's final paycheck, as well as any other applicable legal remedies:
    a. Hard Keys:
        i. The exiting employee agrees to pay $50.00 per key that is not returned, or $250 for any key that is not returned and was previously lost/stolen necessitating the rekeying of an affected area. Example: If an exiting employee fails to return both an exterior door key and an office key, the employee would owe the County $100.00. If both keys were previously lost and rekeying was performed, the charge would be $500.00. In addition, the exiting employee will reimburse the County for the cost of rekeying the area(s) affected.
        ii. The exiting employee will be charged $500.00 for duplicating or attempting to duplicate a key assigned by the County. In addition, the exiting employee will reimburse the County for the cost of rekeying the area(s) affected.
    b. Access Badges:
        i. The employee agrees to pay $25.00 per badge if it was previously replaced and then not returned upon termination (the first loss will be forgiven).

COMPLIANCE

This policy shall be complied with in all respects. Revisions to this policy may occur and every attempt will be made to provide prior notice of any such change. However, when deemed necessary in order to

fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

- Receipt for Hard Keys and/or Access Badges Form (Exhibit A)

Exhibit A
Receipt for Hard Keys and/or Access Badges

I have read, understand, and agree to be bound by the Hard Key and Access Badge Replacement/Return Policy, and I acknowledge that Gunnison County has the right and ability to use access card tracking to determine areas that have been accessed by employees utilizing their access cards, if needed. I have received the following hard keys and access badges:

Assigned Hard Keys: _____ _____ _____ _____

Assigned Access Badge: ***(To be completed by the appropriate department head.)***

Requested Access Locations	Specific Access Points
Main Site Building Entries:	
Alternate Site Building Entries:	
Departmental Suites/Rooms:	
Individual Suites/Rooms:	
Other:	
Limitations:	

_____ _____
Employee Name Department

_____ _____
Employee Signature Date

_____ _____
Gunnison County Representative Signature Date Keys and/or Badges Provided

_____ _____
Gunnison County Representative Signature Date Keys and/or Badges Returned

Audit (performed by the employee's Safety Officer every three years after issuance).

Date	Access Modifications Requested	Photo Current?	Auditor's Name

EXHIBIT B

KEY REPLACEMENT POLICY

Employees: Please read and complete the acknowledgment at the end of this document.
All keys to all Gunnison County Facilities are the sole property of Gunnison County.

It will be the responsibility of the Facilities Maintenance Supervisor, working in conjunction with all Department Heads and Elected Officials to establish an adequate key control system to insure that access to county buildings shall be limited to personnel where work requires it. This system will limit access to buildings to authorized personnel, will safeguard against unauthorized entrance to buildings, and will provide for an inventory record of key distribution. The Facilities Maintenance Department will keep on file a record of all keys checked out to employees.

The Department Heads or Elected Officials shall notify the Facilities Maintenance Department of any employee's termination, retirement, resignation, transfer, reassignment or layoff. The Department Heads or Elected Official shall collect the keys assigned to the employee, and return them to the Facilities Maintenance Department for inspection and reassignment. An employee leaving, transferring or changing County service is responsible for returning all County keys provided during the course of employment, by close of business on the last day of employment. Failure to timely return County keys will result in enforcement of section 21-6 under separation from the County in the Gunnison County Personnel Policies and other applicable legal remedy.

This system will require a receipt from employees for the keys transferred to their possession. The system will also incorporate a series of fines for those individuals who lose or do not return keys for which they are responsible and, ultimately, provide for reimbursement to the County for the cost of re-keying areas of buildings that require it due to the loss or non return of keys.

1) The employee agrees to pay $50.00 per key the first time keys are lost and $250.00 per key for each additional time keys are lost. Example: If an employee loses both exterior door key and an office key, the employee owes the county $100.00, if both keys are lost a second time the charge would be $500.00.

2) The employee will be charged $500.00 for duplicating or attempting to duplicate a key assigned by the County. In addition, the employee will reimburse the County for the cost of re-keying the area(s) affected.

Individuals who lose keys or have them stolen shall notify the appropriate Department Head or Elected Official immediately.

I have read, understand, and agree to be bound by this Gunnison County policy. I have received the following keys.

Assigned Key Numbers_____ _____ _____

_____ _____
Employee Signature Date

_____ _____
Gunnison County Representative Date

_____ _____
Gunnison County Representative Date Returned