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## North Sound Behavioral Health Administrative Services Organization, LLC

Section 4000 - Information Systems: Physical Badge Access

Authorizing Source:

Approved by: Executive Director Date: 06/23/2020

Signature:



### POLICY # 4026.00

#### SUBJECT: PHYSICAL BADGE ACCESS

#### POLICY

Outline the Policy and Procedures for managing security badge access to the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) building and internal areas. NFC (Near Field Communication) Badges and Key Fobs used to provide secure access control to the North Sound BH-ASO building and secure internal areas, are issued and managed by the Security Officer. This policy applies to all North Sound BH-ASO employees, and employees of any contracted or partner organization sharing North Sound BH-ASO building spaces.

#### PROCEDURES

When an employee starts at North Sound BH-ASO, or for a partner organization sharing North Sound BH-ASO building access, they are issued a security badge granting them access to the building and internal areas they have been granted access based on their job role and duties. This includes North Sound BH-ASO employees, partner organizations sharing building spaces, and contractors granted temporary access to conduct their work. Within this policy, the term "security badge" applies to both security cards and key fobs. The term "fob" refers specifically to Key Fobs.

There are currently no night, weekend or holiday blackout time restrictions that would prevent North Sound BH-ASO facility access for permanent, full time employees who work in the North Sound BH-ASO facility.

Please observe the following rules regarding your badge/fob:

1. Refrain from attaching any organization or personally identifying information to a security badge/fob.
2. If the badge/fob is damaged, turn it in to the Security Officer for a replacement.
3. If you find an unattended or unknown badge/key fob, return it to the Security Officer as soon as possible.
4. Never borrow or loan out a security badge/fob.

North Sound BH-ASO Employees and partner organizations who share the North Sound BH-ASO building spaces will typically be issued either an "**employee**" or a "**temp**" badge/fob. Some job roles may require additional access to efficiently carry out their job duties, such as with IT or Facilities. In these cases, an enhanced access security card/fob will be issued to the employee.

#### Employee Badges

1. Allow employees to unlock the front door granting building access.
  - i. Unlocking the front door with the employee badge/fob disables the alarm.
2. Allow employees to set the security alarm after conducting the closeout procedures.

- i. Last one out of the building sets the alarm before leaving.
- ii. See the Alarm Setting Procedures for the detailed closeout process

### Temp Badges

1. Grant **general area** access to the building. This includes the secured cubicle and management office areas, reception office spaces, lunchroom, and the northeast storage room.
2. **Do not** enable or disable the alarm.
3. **Will not** unlock the front door.
4. Are checked out and tracked by the North Sound IT department.
5. Should be checked back into IT at the end of the workday they are checked out, if possible.

If an employee badge is forgotten at home, a temporary badge may be checked out from IT. If you will be working late or need to work on the weekend, notify IT when checking out the badge. A temporary *employee* badge can be checked out to you. Temp badges can be checked out by any partner organization that shares the North Sound BH-ASO facility, and contractors temporarily working in the building as needed.

### **LOSS OR DESTRUCTION**

Immediately report the loss or destruction of a security badge if you no longer possess control of the badge (i.e., you **do not** know for certain where it is). The lost or damaged badge/fob will be disabled, and a new badge or fob will be generated for you to pick up next time you are in the office.

Please specify in advance your preference of a card or fob when requesting a new or replacement security badge. Key fobs are available in limited quantity.

### **REFERENCES**

Alarm setting procedures (internal).

### **ATTACHMENTS**

None