

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**
Standard: **SECURITY**
Section #: **D-13**
Effective: May 13, 2008

See Also: Safety; Workplace Violence; Formal Discipline; Corrective Action;
Solicitation/Meetings on Authority Property

GENERAL STANDARD

To ensure a safe and secure work environment, the Authority has established security Standards with procedures to be followed by all employees.

SPECIFIC STANDARDS

- Maintaining the security of Authority buildings and facilities is every employee's individual responsibility.
- ID Badge/Access Control Card
 - All Authority employees will be issued an ID Badge/Access Control Card upon their employment, enabling them to gain access to their building and department.
 - ID Badges are for the sole use of the employees to whom they are issued and are not to be used by any other person.
 - An employee who allows another person to use his/her badge may be subject to disciplinary action, up to and including immediate termination of employment.
- Access to some Authority areas and departments is restricted. Only employees with authorized clearance may access those restricted areas or departments. The Authority may, at its sole discretion, stop any employee from entering restricted areas at any time.

- ❑ To ensure the safety and security of employees and the Authority's facilities, only authorized visitors are allowed in the workplace.

Employees are responsible for:

- The conduct and safety of their authorized visitors;
 - Safeguarding their own personal belongings.
- ❑ The Authority is not responsible for an employee's lost or stolen personal property and will not reimburse any employee for lost or stolen personal property.

Managers are responsible for ensuring that:

- All employees have copies of and are familiar with the Authority's security procedures.
- Employees are encouraged and reminded to safeguard their personal belongings.
- Employees should not bring or store valued personal items or possessions in the workplace, since the Authority is not liable for the loss of, or damage to, any personal property on Authority premises.
- Employees should keep their purses, wallets and other valuables in their desk or a file cabinet, out of sight.
- Employees should be aware that under no circumstances should they loan or reproduce their office or any Authority keys.

PROCEDURES

Employees are provided copies of the Authority's security and emergency notification procedures during their new hire orientation.

The following procedures apply for ID badges/access control cards:

1. Employees are to keep this badge/card with them at all times while at work. Without this badge/card, employees may not gain access to the building or their departments.
2. Employees are responsible for reporting a lost badge/card to the Access Control Office *immediately* so that the badge/card can be deactivated.
3. Employees who do not bring their badge/card to work must report to the Human Resources Department and obtain a temporary card. The temporary card will be valid for one day only and must be returned to the Human Resources staff at the end of the day.

To request that an employee be cleared to enter a restricted area or department, the employee's manager or supervisor must submit a request to the Vice President of that employee's department or area. The request must indicate the business-related reasons the employee should have access to that department or area.

Employees whose work area is located inside a federally regulated area of the Airport (e.g., Secured, Sterile, or SIDA Areas) requiring ID / access media issued by the Access Control Office may not be escorted into, or issued temporary ID / access media, to those areas.

Note: If a theft or other security problem occurs, or if a manager observes unauthorized and/or suspicious individuals on the premises or suspicious conduct, s/he must *immediately* notify Airport Operations (Dept. of Aviation Security & Public Safety), or Harbor Police. The manager also must inform the Director, Human Resources as soon as possible.

If a manager assigns employees to work during the evening or on weekends when Authority offices generally are closed, the manager shall:

- Ensure that employees park their cars as close as possible to the building entrance for their safety and protection;
- Ensure that building entrances are kept properly locked and secured;

- Ensure that appropriate supervision is present when non-exempt employees are working outside normal work hours.

Any unclaimed lost or mislaid personal property found on Authority premises, or at an Authority social function, should be delivered to the Human Resources Department where staff will tag the item(s) and secure it until the owner is found.

The following procedures apply regarding non-employee access to Authority facilities:

1. Limited Term or temporary employees will be issued TEMPORARY ID Badges, upon approval by the Human Resources staff. These temporary cards will be valid for the duration of the individual's assignment or for 90 days, whichever comes first. Limited Term and Temporary employees whose services are required beyond ninety (90) days may have their badges renewed, with approval by the Human Resources staff.
2. Authorized visitors include vendors, delivery personnel, consultants, contractors, and other on the premises conducting Authority business. They must obtain a visitor's badge and shall be escorted by an employee to the visitor's meeting location, Should any unauthorized visitor be in any work area escorted but without a visitor's badge, the visitor must be escorted immediately to an Authority reception area to obtain a visitor's badge.
3. Visitors:
 - Must, during business hours, identify themselves to personnel at the reception desk and obtain a visitor's badge to enter areas other than public areas.
 - Who do not have appropriate identification may be granted access only if they have an appointment with a specific employee and are escorted by that employee.
 - With whom the Authority works on a regular basis may be issued a temporary ID badge, valid for ninety (90) days and renewable, upon approval from the Access Control Office.