



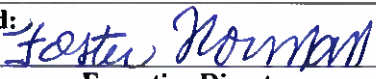
COBB COUNTY COMMUNITY SERVICES BOARD

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Policy # 4001	Access to Agency Buildings	Human Resources
Orientation Date: December 14, 2015		
Revision Date: November 28, 2018, May 1, 2019		
Reviewed Date: October 4, 2016		
Approved: <i>Foster Norman</i>		
Foster Norman, Executive Director		

POLICY:

It is the policy of the Board to provide a continuous and comprehensive plan to control access to the Agency facilities and to help protect the life, property, and security of Agency facilities and all its occupants. A combination of keys, combination code locks and electronic "swipe" cards are utilized in an effort to limit access to agency facilities. This plan further ensures that access to certain areas is limited to unauthorized persons.

Procedure # 4001	Access to Agency Buildings	Human Resources
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Related Policies		
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PROCEDURE:

A. Access to Buildings:

1. All individuals must present at the front desk/office to seek entrance into the building.
2. Cobb County CSB employees must show a valid Cobb County CSB badge to gain entrance.
3. No other individuals will be allowed entrance without documented permission.
4. All deliveries shall be made at the front desk.
5. Visitors having a valid reason to enter the building shall have an escort.
6. Front desk staff will advise employees of a guest. The employee must go to the front and escort the guest to the proper destination.
7. All individuals must complete the Visitor's Log with name, date, time in/ time out upon leaving, and person meeting.
8. Employees should notify the front desk of any anticipated visitors at least 24 hours in advance, if possible, but at a minimum as soon as is practical.

B. Key and Equipment Assignment

1. Upon recommendation for hire the hiring manager shall complete the form entitled "Equipment Request". (Attachment A)
2. This form shall indicate the needs of the position to access specific agency buildings and offices. The hiring manager shall note whether the employee needs a key, a swipe card, or access to specific passcodes. The hiring manager must note the building location and office number for keys, whether a key is needed for only an office or both to gain access to the building and an office.
3. On the day specified by the "New Employee Orientation Calendar" the employee will receive the needed key, passcode and or swipe card. The employee must sign for the items received on the agency Key/Swipe Card/Passcode Distribution form. (Attachment B).
4. The employee distributing a key/swipe card, must note the item identification number, date and time of distribution, name of building, office number and signature.
5. Upon ending employment with the agency, the individual shall return keys and or swipe cards as a part of the exit interview. Individuals who do not return keys and or swipe cards will have the cost of these items deducted from their final paycheck.
6. The agency Human Resource Team will be responsible for distributing keys/swipe cards, maintain the agency inventory sheets and collecting items at the time of the exit interview.
7. **Employee Responsibilities**
 - a. Employees may not make copies of any key provided.

- b. Employees shall only use their keys to access their assigned work areas and should lock doors when leaving any secured area. Employees must also ensure that keys are safeguarded and properly used. At no time should an electronic swipe card be labeled with the facility name and/or address.
- c. Staff shall never permit another staff member to use swipe card that was issued to them. All staff who need cards will be issued their own card.
- d. The unauthorized possession, use or reproduction of a key may constitute theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action including termination.

Equipment Request Form

Staff Name:		First Date of Orientation:	
Program:		GL Code:	
Position			
Reassignment of Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What equipment does this staff member require: ___ Desktop or ___ Laptop ___ Air Card (Will this new staff member clock in to PowerTime via Air Card? ___ Yes ___ No) ___ ePad ___ Agency cell phone ___ Printer badge ___ Keys or swipe card ___ Door passcode please list ALL passcodes needed: _____ ___ Other please indicate: _____			

I understand a new laptop may have to be purchased if there is not a laptop already available, at an approximate cost of \$875.00, which will be charged to the indicated GL Code. If so, this signed form serves as my approval and will get attached to the PO Request, as backup.

Director Signature: _____ Date: _____

Failure to complete all necessary fields will result in delay in the new staff member receiving equipment
