

DISTRIBUTION: All Departments

SUBJECT: Employee Identification: Procedures for Issuance, Replacement, Display and Return of Employee Identification Cards.

PURPOSE: To establish policies in granting, tracking and revoking physical access to City facilities to employees, visitors, vendors and contractors via electronic key-card system or systems.

This policy does not cover any other physical access via any non-electronic key lock systems.

BACKGROUND: As physical security becomes more important, centralized management and tracking of physical security becomes imperative. We are in the process of installing a new, expandable, networked electronic physical security system that will allow periodic expansion of the key card system.

POLICY/PROCEDURES:

- I. Any access request must be initiated through the use of the **Identification Card/Key Card Request Form** and submitted through Personnel.
- II. Access requests will be forwarded to the department head, or his or her designee, in charge of the area to which access is requested for his or her approval. Access will not be granted without this approval.
- III. Access logs will be recorded for all locations and kept in accordance with the records retention policy and software limitations.
- IV. Employees are not to allow other employees to use their key cards. Employees are responsible for any use of their key card, proper or improper.
- V. Any expansion to the electronic physical access (key card) system must be coordinated by the Information Technology department.

REFERENCES: Administrative Policy 3-6-1

EFFECTIVE DATE/RESCISION: This policy is in effect from the date of issuance until amended or rescinded.

RESPONSIBLE DEPARTMENT: Information Technology

Dated this 20 day of October, 2009.

CITY OF MUSKOGEE

  
\_\_\_\_\_  
GREG BUCKLEY, CITY MANAGER

Approved as to form and legality this 20<sup>th</sup> day of October, 2009.

  
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JOHN H. VINCENT, CITY ATTORNEY

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# City of Muskogee ID Card / Access Request Form

\* Indicates required fields. Access should be granted within 48 hours of receipt of form  
This form will be returned if not properly completed or approved.

New Request     Access Change     Access Remove     Replacement

Last Name \* \_\_\_\_\_ First Name \* \_\_\_\_\_ Extension \_\_\_\_\_

Department\* \_\_\_\_\_ Title\* \_\_\_\_\_ Date of Hire\* \_\_\_\_\_

Employee     Volunteer     Vendor     Other Specify \_\_\_\_\_

If employees need key card access to any of the following buildings and doors, please indicate such along with any restrictions.  
If no access is requested, an ID card only will be issued. Access is contingent upon approval by the appropriate department.

**City Hall** Schedule

East Entry Door

Reason for Request

City Manager/Designee Signature \_\_\_\_\_

**IT Department** Schedule

IT Hall Door

Reason for Request

IT Director/Designee Signature \_\_\_\_\_

**Cemetery** Schedule

Hall Door                       Storage Room Door

Reason for Request

Cemetery Superintendent/Designee Signature \_\_\_\_\_

**Police Department** Schedule

Lobby Door                       City Hall/PD Door                       Booking Door  
 East Entry Door                       Records Doors  
 Court Clerk Door

Reason for Request

Police Chief/Designee Signature \_\_\_\_\_

**Police Department Evidence** Schedule

Evidence 1st Floor                       Evidence Gym  
 Evidence 2nd Floor                       Evidence Garage

Reason for Request

Police Chief/Designee Signature \_\_\_\_\_

I hereby certify I have informed the employee of the existence of the Employee Identification Policy and the Electronic Physical Access Policy and have advised the employee it is their responsibility to review and follow these and all policies of the City of Muskogee.

Employee's Department Head Signature \_\_\_\_\_

Instructions on next page

Adopted 3-2-11