# CITY AND COUNTY OF BROOMFIELD SECURITY POLICY

**PURPOSE:** To ensure a safe and secure work environment using security measures for City and County offices and work sites.

**SCOPE:** This policy applies to all individuals including but not limited to, City and County employees, City and County officials, City and County volunteers, contractual workers, visitors, vendors, etc.

#### STATEMENTS OF POLICY:

## **Building Security**

Each City and County building will have a site-specific security policy. Each location shall prepare its site-specific policy and forward to the Finance Department and Facility Operations Superintendent for review and discussion. Completed site-specific policies will be placed in the Employee Handbook.

Locations and the departments responsible for creating and maintaining the sitespecific policies are as follows:

specific policies are as follows.	
LOCATION	DEPARTMENT
City & County Building - One DesCombes Drive	Public Works
Police/Courts - 7 & 17 DesCombes Drive	Police
All Recreation Facilities/Senior Center	Community Resources
Library - 3 Community Park Dr	Community Resources
Broomfield Auditorium – 3 Community Park Dr	Community Resources
Health & Human Services – 6 Garden Center	Health and Human Services
Police Training & Detention – 11600 Ridge Pkwy	Police
Water Treatment – 4395 W 144th Ave	Public Works
Wastewater Treatment – 2985 W 124th Ave	Public Works
PW Service Center – 3001 W 124th Ave	Public Works
HHS - 6650 120th Ave #A-1	Health and Human Services
Old Water Plant – 12400 W 112th	Public Works
Brunner Farmhouse	Community Resources
Depot/Honey House	Community Resources
New Buildings	Respective department will coordinate with Finance and PW/Facilities Management

The Finance Department and the Facility Operations Division will work with Departments housed in newly built or leased facilities in preparing the site-specific policy.

The site-specific policy may include:

- Procedures for controlling access to limited or non-public areas by nonemployees and employees not assigned to that facility.
- Procedures for controlling the distribution and collection of ID cards and temporary (generic) cards.
- Procedures for entry to and exit from the building after normal working hours including securing the doors and locking devices.

## Building Security for City & County Building located at One DesCombes Drive

All doors, which are not public entrances, are to remain closed and locked from the outside at all times. No door shall be propped open or lock disabled unless necessary for temporary purposes of loading or unloading items to or from the building.

Interior doors shall be locked at 5:00 p.m. by assigned staff. Employees requiring access to locked areas after 5:00 p.m. must re-lock the doors upon entrance or exit.

# **Employee Identification Cards and Name Badges**

It is the policy of the City and County to issue employee identification (ID) cards to all full-time employees and part-time employees who work at least 20 hours per week on a regularly scheduled, year-round basis. Employee ID cards may also be issued to other employees who come in direct contact with the public, work in remote job sites, or as requested by the department. The employee ID card contains the following information: employee's photo, employee name, employee number, and department. Some departments may require additional information as needed.

The employee ID card must be carried or worn at all times when an employee is acting in an official capacity. Field employees shall carry their identification at all times in a manner in which it does not interfere with any equipment. The employee ID card shall be used as identification if requested by a member of the public or another City and County employee.

The Department is responsible for collecting the card at the end of the employee's employment.

Police Department and Health and Human Services Department – Employees in these two departments must wear identification (either the employee ID card or a name badge) that is visible to the customer, and includes the employee's last name.

All Other Departments – Employees working in administrative or office positions shall wear the employee ID card or the name badge so that it is visible to the public. Supervisory employees must wear identification (either the employee ID card or a name badge) and it must include their first and last names. For non-supervisory employees, the employee's first name must be on the name badge and inclusion of the last name is optional. If non-supervisory employees choose to wear the employee ID card in lieu of the name badge, it will include both the first and last names.

When an employee is visiting a city and county building that is different from his or her assigned location, he or she must carry his or her employee ID card. The employee will be required to wear the employee ID card when visiting an area that is designated as "limited public access." Clips will be available at front counters in order to affix the employee ID card to clothing.

At no time shall an employee share his or her ID card with any person.

#### **Programmable Identification Cards**

Depending on the building, some employees will be issued identification cards that are programmed for security purposes. Each department is responsible for requesting such cards from the Facility Operations Division to obtain specific access to areas and offices. At no time shall this card be given to another person to gain entry into the building. The Department is responsible for collecting the identification card from a separating employee on or before his or her separation date.

## **Keys**

Some employees will be issued keys. Each Department is responsible for requesting keys from the Facility Operations Division to obtain specific access to doors and offices. When the keys are issued, the person receiving the keys must sign for them on a signature document provided by the Facility Operations Division.

#### Termination

When an employee is separated from employment, the manager of the Department/Division is responsible for collecting the card and keys. The manager must notify the Human Resources Department immediately of the employee's separation date. The Human Resources Department will then notify

the Facility Operations Division. The manager will return all cards and keys to the Facility Operations Division and will not reissue keys or cards to another employee.

#### Volunteers

Persons who have regular volunteer assignments with a department shall be issued a volunteer ID card (non-programmable) or nametag and shall follow the directives outlined above for employees. The Department is responsible for obtaining the card at the end of the volunteer's assignment.

Persons who do not fall into the volunteer category above shall enter City and County premises at the main lobby of each respective facility. Authorized volunteers will receive directions or be escorted to their destination. Departments are responsible for the conduct and safety of their volunteers. In limited public access areas, volunteers shall be escorted or accompanied by an employee. Departments will be responsible for requiring the volunteers to wear generic volunteer identification cards while working in City and County facilities.

#### **Contractors**

All contractors shall enter City and County premises at the main lobby of each respective facility. Authorized contractors will receive directions or be escorted to their destination. Departments are responsible for the conduct and safety of their contractors. In limited public access areas, contractors shall be escorted or accompanied by an employee. Departments will be responsible for requiring the contractors to wear generic identification cards while working in City and County facilities.

Contractors working on a continuous basis may be issued a contractor photo ID card (non-programmable). The Department is responsible for obtaining the card at the end of the contractor's assignment.

#### Visitors

It is the policy of the City and County to provide for the safety and security of both visitors and employees and the facilities at the City and County. Restricting unauthorized visitors from limited public access areas assists the City and County to maintain safety standards, protects against theft, assures security of equipment, helps secure confidential information, preserves employee welfare, and avoids potential disruptions and intrusions.

All visitors should enter City and County premises at the main lobby of each respective facility. Authorized visitors will receive directions or be escorted to their

destination. Employees are responsible for the conduct and safety of their visitors. In limited public access areas, visitors shall be escorted or accompanied by an employee.

If an unauthorized individual is observed on City and County premises, employees should do any of the following: 1) ask the person if he or she needs assistance, 2) escort the person to his or her destination, 3) direct the individual to the front counter, or 4) notify their supervisor. In the instance where an employee feels that there is an imminent direct threat to the physical safety of self or others, the employee shall notify the Police Department (Dial 911).

#### Process to Obtain Identification Cards

The Police Department processes ID cards for employees, volunteers, and contractors assigned to its department and to the Combined Courts department.

The Human Resources Department processes photo ID cards for all other departments. If a programmable card or key is required for the employee, the Department is responsible for requesting specific access to doors and offices. New employees will generally receive their employee ID card at their new hire orientation meeting. Departments may request a supply of generic cards for short-term volunteers and contractors. Human Resources will also prepare generic visitors cards upon request from a department. Requests for photo ID cards for employees, volunteers, and contractors can be arranged by calling (303) 438-6320.

## **Reporting Lost or Stolen Cards**

An employee shall report all lost or stolen cards immediately to the Facility Operations Division by calling 303-464-5866 during regular business hours or 303-234-2136 after regular business hours. The Facility Operations Division will disable any programmable cards to protect against unauthorized entry.

## **Loss and Replacement Costs**

If an employee requests more than one replacement, the cost of said card may be charged to the respective department's budget.

### **Corrective or Disciplinary Action**

Violations of this policy will be cause for corrective or disciplinary action in accordance with the City and County's <u>Personnel Merit System</u>.