

	DEPARTMENT OF ADMINISTRATIVE SERVICES <b>POLICY MANUAL</b> ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-215
	APPROVAL: Laurie A. Warner, Administrator	EFFECTIVE DATE July 01, 2003
SUBJECT: Building Security Access Controls		PAGE 1 OF 7

**AUTHORITY:** ORS 276.021, ORS 276.210 and other related provisions of chapter 276.

**PURPOSE:** To guide the process for issuing Keys, Key Cards, and Photo ID's and policy for the Building Security Access Control Program.

**DEFINITIONS:**

- Key:** A device used to open conventional hardware on doors that are not part of the Key Card System and provide unlimited access to the space.
- Key Card or Card:** Programmable electronic "keys" which allow users to enter secured buildings or rooms during set times.
- Photo ID:** A Key Card or Card with the photo of the authorized card holder on the face of the card.
- Key Card Office:** Department of Administrative Services, Facilities Division  
Operations and Maintenance  
1240 Ferry Street, NE, Salem, Oregon 97310  
(503) 378-2865 Ext. 261/ FAX (503) 373-7111  
E-Mail: KeyCard@das.state.or.us
- Key Card System:** Computerized electronic access control system.
- Key Card Readers:** Electronic devices, which read encoded electronic identification on the Key Card and allows access to building or secured areas if the Key Card holder has access approval.
- Agency:** The State Agency that occupies or controls a building owned by DAS or themselves.
- Coordinator:** Staff assigned by an Agency to approve and process issuing Keys, Key Cards or Photo ID cards.
- Representative:** Staff assigned by agency for approving the issuance of Keys, Key Cards, or Photo ID Cards to High Security Access Areas
- Controlled Access Building:** A general security classification given to state buildings. All department-owned or

controlled buildings are considered controlled access buildings requiring key cards to be issued to authorized personnel.

**High-Security Access Area:** An area inside a building designated by an Agency head and approved by the DAS Facilities Administrator requiring a higher level of controlled access. Access is limited only to those persons approved by the agency head or the agency head's authorized representative. Examples of these areas include Data Centers, Labs, Confidential Document Storage and other similar spaces.

**Project Authorization:** A procedure for all remodeling projects, including the installation of keyed locks or key card readers, for office facilities which are owned or operated by DAS Facilities.

**Temporary Key or Key Card:** Issued to users in special cases requiring short term access.

**POLICY:** The Department of Administrative Services, Facilities Division controls access to and in buildings we own or manage through mechanical and electronic locks. This policy applies to all state agency officials, employees, or other holders of our Keys, Key Cards, or Photo ID.

**A. Controlled Access Buildings**

1. We install Card Readers and keyed locks on selected doors and elevators in the buildings we own or operate. Agencies may request more Card Readers or locks at their expense. Expense includes on-going maintenance or replacement. Our Project Authorization Committee approves requests following Facilities Division Policy 125-6-210. The committee looks at building security, fire and life safety, economy, and the needs of other tenants.
2. Keys, Key Cards and Photo ID are and shall remain the property of the State of Oregon, subject to the authorizing agency's control. They shall be issued, controlled, and used as described in this policy. Any person shall only use or hold the Key, Key Card or Photo ID that is officially assigned to them. No person shall use a Key, Key Card, or Photo ID to give access to a person who does not have authority to be in the controlled space. No Key, Key Card, or Photo ID officially issued to any person may be loaned or re-assigned to another person except through our Key Card Office.
3. A Key, Key Card, or Photo ID shall be issued only upon receipt of the properly completed form signed by the agency Coordinator. Under no circumstances may any state Key, Key Card, or Photo ID be duplicated by anyone other than the Key Card Office. We reserve the right to deactivate Key Cards at any time without notice. The holder of a deactivated card must promptly return it to the agency Coordinator. The Coordinator may request re-issuance. The Coordinator must return all Keys, Key Cards, or Photo ID to the Key Card Shop as soon as they are no longer needed.

4. Each Agency shall name a Coordinator and one or more alternates. When agencies share a building, they should share one common Coordinator if at all possible. The Coordinator must keep records of all Keys, Keycards, and Photo ID authorized by them. Records shall include approval of each request from the requestor's manager. To authorize a Key, Key Card, or Photo ID, Coordinators send the signed Key/Key Card/Photo ID Access Form to us. Request forms are posted on-line or are available from us by e-mail. A Coordinator's approval, by e-mail or signature, represents to us that all internal agency policies have been met.
5. Coordinators must promptly tell our Key Card Office of any changes in a Key, Key Card, or Photo ID status. These items are controlled and require immediate notification if misplaced, lost, or stolen. They must also call us if a Key Card needs de-activation for any other reason, followed by a confirming e-mail. They may also ask us in writing or e-mail to change an existing Key Card's lock and unlock times for any areas. By the request, we will assume they have obtained approval of all tenant and owner-agencies involved.
6. In special cases, we may issue a special temporary Key or Key Card to a Coordinator or an employee authorized by the Coordinator. The coordinator or authorized employee may then issue the Key or Key Card to a temporary user. The user of a temporary Key or Key Card shall have full responsibility for it and its use. Examples of temporary users includes, a contractor who needs after-hours access for a project, a state employee who has no card and needs access one weekend for a project, or for other official state business needs that are temporary.
7. Coordinators may approve Keys, Key Cards or photo ID only to the buildings where their agency is a tenant or owner. In those buildings, a Coordinator may approve access to the internal space their agency rents or owns and to shared, or common, areas. Common areas are building entries and the halls, conference rooms, or other areas that the owner and tenants all agree are shared. A Coordinator may not authorize access to some other agency's space or to High Security Areas.
8. Facilities Division Administrator or the manager our administrator appoints in writing may authorize Keys, master keys, or Key Cards for access to areas we own or service as necessary for any employee's work, unless designated as a High Security Area. At our administrator's discretion, access to certain areas shall require the potential cardholder to undergo a criminal background check and approval by Oregon State Police or others before the Key Card Office will approve, issue, or continue a Key or Key Card.
9. Access to the Capitol Mall Parking Structure is not allowed after hours for security reasons. No one may call Facilities, State Police, or emergency numbers for after-hours access. After hours, anyone on state business may park in any surface parking space that is a state-owned, reserved space. Individual parking reservations are not enforced after hours. If a Coordinator feels an employee needs to be treated as an exception, please send a request and justification in writing

or e-mail to our Key Card Office. Our division administrator must approve any exceptions and will do so only when the need is exceptional.

10. Our Key Card System tracks Card usage. We will periodically provide to each Coordinator a "Valid Key Card Holder's List" to verify. If an agency needs a special report, the Coordinator should ask us in writing or e-mail, giving the reason and type of data needed.
11. An agency may choose Cards with or without photos. Once cards are issued, the agency will pay costs and fees to convert. Our Key Card Office will work with your agency to select a technically suitable site for large-scale processing. For routine photos, Coordinators should call the Key Card Office for appointments. Cards will be delivered to the Coordinator or given to the employee at our site. To the extent permitted by law, photos of cardholders shall be used for state identification or the bus pass program, and shall not be provided for any other purpose.

#### B. High Security Access Areas

1. Within DAS owned or operated buildings; specific areas may be designated as a High Security Access Area. For any area to be designated, a request form must be completed. Requests shall be submitted by the agency head to the Key Card Office for DAS Facilities Administrator's approval. Those areas requested for High Security Access status shall be clearly identified by door location and access control reader number on a building floor plan. Once the request is received, a list of all currently issued cards allowing access to the readers and doors identified shall be provided by the Key Card Office. Restriction of access may hinder emergency response by safety, security and DAS O&M personnel. These impacts will be considered when defining and approving these areas. As a result, High Security Access areas should be limited to the smallest footprint possible.
2. Any Agency requesting high security status for an area that only has key locks will convert the primary entry to Key Card access. It is the requesting agency's responsibility for the cost of the conversion, and all maintenance and replacement costs. Within 30 days of receiving the designation as a High Security Area, the agency shall submit a project authorization request, following Facilities Division Policy 125-6-210, to modify the primary entry and any other doors to be part of the Key Card System.
3. Each agency with a High Security Area shall name a High Security Access Area Representative and one or more alternates. Upon review and approval of a High Security Access Area request, those persons having the authority to approve access to the high security area shall complete a High Security Signature Authorization form, requiring the approval of the agency head, and return it to the Keycard Office. When possible, high security areas occupied by multiple agencies shall agree to a common representative as the approving authority. The alternates might come from another agency.

4. When a building area has been modified or newly designated as a High Security Access Area, there may be existing Keys or Key Cards that allow access to the area. Upon approval by the Facilities Administrator, the Key Card Office will send a letter to the building's Key Card Coordinator and the designated High Security Access Area representative identifying the Key or Key Card holders who have access to the designated area. The letter will also include a copy of the approved area designation request with attachments. The Key Card Coordinator will prepare and sign a new Key/Key Card/Photo ID access form for each person on the list that should continue to have access to the area. If a new form is not received within thirty days of approval, access for other current key and cardholders will be canceled and the Coordinator must promptly collect them from the holder and return them to the Key Card Office. Each form should also be signed by the High Security Area Representative and submitted to the Key Card Office. The Coordinator's and Representative's approval, by e-mail or signature, represents to us that all internal agency policies have been met.
5. High Security Access Area key card requests shall require the approval of the originating controlled access area Coordinator, following the procedures described in section A, paragraph 4 of this policy, and the approval of the security access area authorized Representative on file at the Key Card Office.
6. In very special cases and only at the agencies request, we may issue a special temporary Key or Key Card to a Representative or an employee authorized by the Representative. The Representative may then issue the Key or Key Card to a temporary user. The user of a temporary Key or Key Card shall have full responsibility for it and its use. Examples of temporary users includes, a contractor who needs after-hours access for a project, a state employee who has no card and needs access one weekend for a project, or for other official state business needs that are temporary.
7. At the Agency head or our division administrator's discretion, certain areas shall require any proposed or existing cardholder to undergo a criminal background check and approval by Oregon State Police or others before the agency head, our administrator, or the Key Card Office will approve, issue, or continue a Key Card. It is each requesting agency's responsibility to complete a security background check for its employees or other parties prior to signing and forwarding the key card request.

Note: The attached forms are examples. Be sure to obtain the latest version on-line or from us by e-mail.



**STATE OF OREGON**  
**Department of Administrative Services**

**Key/Key Card /Photo ID Access Form**

<b>Key/Key Card/ID Requested</b> <input type="checkbox"/> Key <input type="radio"/> Key Card <input type="radio"/> Key Card/Photo ID Combination <input type="radio"/> Photo ID TEMPLATE	<b>Reason For Request</b> <input type="radio"/> Original Request <input type="radio"/> Replacement <input type="radio"/> Lost Card <input type="radio"/> Change Access Time or Location <input type="radio"/> Deactivate (Return Inactive Card)
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EMPLOYEE INFORMATION		DAS KEY CARD OFFICE USE ONLY	
Employee Last Name:		Stamped ID#	
Employee First Name:			
Work Phone:	Ext.		
Department:			
Division:			
Section:		Billable?:	Yes ___ No ___
Primary Work Location – Building:		Primary Status Level #	
Floor:		Secondary Status :Level #	
		Keypad ID #	
		Date of Issue:	
Requested PRIMARY Status Level:	(Enter code)	<i>Note: A Begin/End Date/Time is not required for a Primary Status Level</i>	
Requested SECONDARY Status Level:	(Enter code)	Begin Date:	Begin Time:
		End Date:	End Time:

EMPLOYEE NEEDS ACCESS TO THE FOLLOWING BUILDINGS AND/OR PARKING AREAS (NOT NEEDED IF STATUS LEVEL KNOWN)	ACCESS HOURS FROM/TO	ACCESS ON THE FOLLOWING DAYS OF THE WEEK (CHECK)	
Building:	From: _____ am/pm  To: _____ am/pm	<input type="checkbox"/> Monday	<input type="checkbox"/> Friday
Floors:		<input type="checkbox"/> Tuesday	<input type="checkbox"/> Saturday
Reader Numbers:		<input type="checkbox"/> Wednesday	<input type="checkbox"/> Sunday
Reader Numbers:		<input type="checkbox"/> Thursday	<input type="checkbox"/> Holiday

KEY CARD COORDINATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

KEY CARD COORDINATOR: \_\_\_\_\_ 1

DATE: \_\_\_\_\_

DAS KEY CARD ADMINISTRATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

1 When multiple Coordinators approve the issuance of Key Cards for multiple building access, a primary Coordinator for that employee or vendor, shall be indicated on this request form. The primary Coordinator will be responsible for the accounting of the Key Cards.



**STATE OF OREGON**  
**DEPARTMENT OF ADMINISTRATIVE SERVICE**

**Agency/Division Key, Key Card, and ID Coordinator Authorization Form**

**Authorized for: (Check all that apply)**

- Issuing Key's
- Issuing Key Cards
- Issuing Photo ID's

I CERTIFY THAT			
	(NAME)	(OFFICE PHONE)	(TITLE)

ISSUANCE FOR ITEMS CHECKED ABOVE:	
	(AGENCY/DIVISION)

BUILDING:		ADDRESS:	
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ALTERNATE:			
	(NAME)	(OFFICE PHONE)	(TITLE)

ALTERNATE:			
	(NAME)	(OFFICE PHONE)	(TITLE)

It is understood the above individual(s) is solely responsible for the accounting of all items checked above. issued to your agency. We understand that the agency Coordinator will verify, at least once each year, the quantity and key numbers and/or Key Card Holders under their control and notify the Key Card Office, of any required changes or discrepancies. All costs involved in re-keying a building due to loss of keys shall be the responsibility of the liable agency. There may be a cost for replacement of Key Cards. There will not be a cost for the cancellation of Key Cards.

\_\_\_\_\_, \_\_\_\_\_  
 Agency (Signature) Title Date

\_\_\_\_\_  
 Coordinator (Signature) Date

\_\_\_\_\_  
 Alternate Coordinator (Signature) Date

\_\_\_\_\_  
 Alternate Coordinator (Signature) Date