



Administrative Regulation 05.02.05

Building and Facility Access

A) Policy

- 1) To ensure that only authorized personnel access City property.

B) Scope

- 1) This regulation applies to all employees, volunteers, agents, and contractors of the City.
- 2) This regulation will be enforced by the direct supervisor, department director, Development and Public Works, or the City Manager.

C) Definitions

- 1) Employee – For the purposes of this administrative regulation, an employee is full- or part-time, and includes all volunteers, interns, and agents of the City, paid or unpaid.
- 2) Identity card – A City-issued plastic card that provides information about an employee and may allow the employee access to some non-public areas of City property.
- 3) Access card – A City-issued card, not assigned to a specific individual, that allows access to certain non-public areas of City property for a limited duration. Usually provided to contractors or guests.
- 4) Key – Any card, passcode, physical key or similar access device.
- 5) Public area – Areas within City property that are clearly open to all members of the public and are not reserved solely for City business. For example, the library has both a public area (the circulation collection) as well as a non-public area (behind the counter).
- 6) Non-Public area – Areas open only to certain authorized employees or approved guests of the City under supervision.

D) Procedure

1) Identity Cards

- a) The City will institute and maintain an electronic identity card access system. This system may be used in conjunction with, or in place of, keyed entries.
- b) Identity Cards will clearly specify an employee's name and department unless exempted by Oregon law.
- c) The City will photograph all employees for the purposes of the identity card access system.

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- d) An employee must openly wear their identity card while on City property, unless the employee is in public areas on personal business, not conducting City business, or wearing a City-provided uniform that clearly indicates their affiliation with the City.
 - e) Contractors, agents, temporary employees, and guests may be given a temporary access cards, and may be required to sign the card in and out.
- 2) Location
- a) An employee does not have the right to access all City property. An employee should discuss what City property they can access with their supervisor.
- 3) Work hours
- a) An employee shall use their own identity card to access their work area. If the work area is not secure and is open to the public, the employee may enter through the public entrance.
 - b) Contractors working in 'non-public areas' must either have a temporary access card or be escorted by an on-duty employee.
 - c) Anyone with an identity card may not "swipe in" unauthorized persons.
- 4) After hours
- a) Employees who need to access their work area after their normal working hours must use their own identity card to enter the building.
 - b) Employees may not access areas outside of their approved work area after their normal working hours.
- 5) Guests of the City
- a) Guests of the City must first meet the City employee in a public area.
 - b) Employees are responsible for their guests.
 - c) Access by guests to employee work areas is not a right and can be revoked at any time by a supervisor or director.
- 6) Lost or stolen cards
- a) Employees are responsible for informing their supervisor and Development and Public Works of a lost or stolen card immediately upon noticing its absence.
 - b) Employees may be charged a reasonable replacement fee.
- 7) Employee Responsibilities
- a) Employees may not duplicate any key issued by the City without prior approval by the issuing party.

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b) Employees may not deface or alter any key issued by the City.

8) Leaving the City

a) An employee who leaves City employment for any reason must turn in to their immediate supervisor or human resources all items which allow access to any City property, including, but not limited to, identity cards, building keys, and vehicle keys.

b) Any key issued by the City remains the property of the City.

E) Resources

1) Not applicable

F) History

1) "Edition" in the footer serves as notice as to what revision of the Regulation is active.

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This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.



City Manager's Signature



Effective Date