

# ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b>	<b>Administrative Policy</b>
<b>Number:</b>	<b>203</b>
<b>Approved:</b>	<b>March 10, 2005, supersedes prior policy</b>
<b>Subject:</b>	<b>BUILDING SECURITY AND KEY CARDS/KEYS</b>

1. **GENERAL:** Allegan County operates several facilities that are routinely open to the public during normal business hours Monday through Friday. Facility security will differ based on the nature of operations contained within that facility. In all cases, public doors are locked outside normal working hours and access is limited to the public.

- 1.1 **KEY CARDS/KEYS:** Upon employment with the County employees may be issued an electronic key card and/or metal keys. The replacement fee for a lost, stolen or damaged card or keys shall be determined by the County Administrator and is non-refundable. No refunds will be granted if cards or keys are found after the replacement card is purchased. Request for a Key Card/Key Replacement Form can be obtained from the Facilities Management Department.

Employee key cards will permit access to public doors, employee entrances where designated and assigned work areas. Metal keys may be issued to other areas or doors not on the electronic key card system. In all cases employees are instructed to utilize their key card/key access for business purposes only.

- 1.2 **SECURITY:** Where employee entrances are designated, employees are instructed to use those entrances to insure safety and security. When employees are doing business with the public either prior to or after normal business hours, either the employee or a member of the same department is instructed to escort that customer into or out of the building. Employees are not to permit any unescorted access to any Allegan County facility at any time when the building is not open to the public.

Emergency procedures for specific threats and evacuation are contained within each department. Employees should know those procedures and observe them during any emergency. In the event of fire, all outer doors will be available for immediate use.

Violations of building security can cause a hazardous situation for all employees. Employees charged with violations will be subject to discipline up to and including discharge and any legal or criminal penalties that may apply.