



ADMINISTRATIVE DIRECTIVE

FACILITY ACCESS AND SECURITY	NUMBER	PAGE
	4.01-1	1 of 3
EFFECTIVE DATE		
January 20, 2016		

I. **PURPOSE**

This directive describes policies relating to security and access for City of Tucson (City) public buildings and facilities.

II. **POLICY**

Security program and policy is the responsibility of each Department or the designated multi-site tenant. The Facilities and Communications Maintenance Division (FCM) of the General Services Department (GSD) shall manage the Access and Security Program for City facilities with certain exceptions (refer to Section IV.A.3 of this directive).

III. **GENERAL**

City facilities utilize an access security system comprised of identification (ID) badges and/or traditional keys. FCM has the responsibility to coordinate the authorization and issuance of badges and keys for City facilities except for those listed in Section IV.A.3.

Additional rules or standards, which complement this directive, may be established at either a site-specific or a departmental level to ensure that security is adequate for specific needs. Upon request, GSD can coordinate a security analysis to improve security.

IV. **RESPONSIBILITIES**

A. **Facilities and Communications Maintenance Division (FCM)**

1. FCM has the central responsibility for providing general security and access procedures for City buildings and facilities. This is accomplished through a combination of internal resources and contracted security services.
2. FCM's responsibilities extend to repairing and maintaining access devices and systems, which include doors, mechanical door locks and keys, safes, electronic card access systems, and ID badges.
3. Exceptions: Facility security and access protocols are the internal responsibility of City Hall, City Court, Housing and Community Development, Information Technology, Police, and Water Departments. FCM can provide certain support services to these Departments upon their request, such as key and ID badge preparation.

B. **Departmental Responsibilities**

1. Due to the various levels of security required for each of the City's facilities, specific security measures are determined by site. Each Department Director shall be responsible for determining security needs for the specific space or



ADMINISTRATIVE DIRECTIVE

FACILITY ACCESS AND SECURITY	NUMBER	PAGE
	4.01-1	2 of 3
	EFFECTIVE DATE	
January 20, 2016		

spaces occupied by his or her staff members. Security measures may include locks, alarms, security hardware, security personnel, and security rules and procedures.

2. Each Department shall be responsible for determining who has access to their area. Each Department must develop and communicate security guidelines and procedures, and ensure compliance. Additionally, the Department shall ensure FCM has the most recent copy of their security guidelines and procedures, including updates.
3. Keys – An authorization form (see ATTACHMENTS) must be completed by the hiring authority to receive a key. In the case of transfer, or prior to termination of an employee, the originating Department must collect all keys issued to an employee prior to departure and return them to FCM.
4. ID Badges – FCM must receive a copy of the Department’s authorized signatures and an authorization form (see ATTACHMENTS) before an ID badge can be made. In the case of transfer, or prior to termination of an employee, the originating Department shall collect the ID badge and return it to FCM. FCM will deactivate the ID badge and destroy it upon receipt.
5. Visitors – Departments are responsible for visitors at all times.

C. Employee Responsibilities

1. Each employee is responsible for adhering to all security and access requirements established for City buildings and facilities. Employees shall report any incident or condition contrary to these requirements to their Department Director.
2. While in the workplace, all employees must display their ID badge at all times. At any time, City employees, either probationary or permanent, may be asked to present their “Employee ID Badges” to those individuals who are responsible for the security of City property.
3. It is prohibited to pass, lend, or assign keys or badges except as authorized in this directive (see ATTACHMENTS). Tampering with the City’s security system – keys or locks – is prohibited. Unauthorized manufacturing or duplication of City keys is a Class 3 misdemeanor as stipulated in Arizona Revised Statutes.
4. In all cases, the loss of City ID badges and/or keys must be reported to the employee’s immediate supervisor without delay. The supervisor shall promptly notify FCM and also submit a written report of the loss.



ADMINISTRATIVE DIRECTIVE

FACILITY ACCESS AND SECURITY	NUMBER 4.01-1	PAGE 3 of 3
	EFFECTIVE DATE January 20, 2016	

V. **AFTER-HOURS ACCESS**

- A. **City Employees** – City employees have access according to their completed authorization form (see ATTACHMENTS) and their internal Departmental policies.
- B. **Contract Employees** – After-hours maintenance shall be coordinated with FCM (791-3141) and the Department where the work is located prior to the work being performed whenever possible. A City employee shall meet and escort the contractor in cases where the technicians are not approved for unaccompanied access. Arrival and departure times will be recorded on the Work Order.

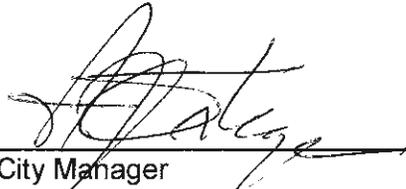
New installation or project work shall be coordinated with FCM for contractor badges.
- C. **Visitors** – Individuals attending after-hours meetings in City Hall shall be escorted to the designated meeting area by the responsible Department or office.
- D. **Commissioned Police and Fire Officers** – On-duty public safety personnel are authorized to be in City buildings after hours. For facilities where there are no attendants, entry must be arranged through the responsible Department.

Attachments Form A: City ID and Security Access Form for City Hall Badge Access
Form B: Facilities Access Request/Transfer Form

References None

Review Responsibility and Frequency The General Services Director shall review this directive annually, based on the date of publication. Last day reviewed: 10/15/07.

Authorized



 City Manager

 2/16/16
 Date



Card No. _____

City ID and Security Access Form for **City Hall Badge Access**

New Employee Current Employee City Hall Council Chambers

Name: _____ Employee No: _____
 Department: _____ Division: _____ Unit No. _____
 Title: _____ Date of Hire: _____ Date of Badge Request: _____

*Employee's Signature for Badge*_____
Date

Standard Access: First Floor Stairwell and South Door Entrance 6 AM to 6 PM, Mon. – Fri.

Select required access points and hour requests:

Access Hours Requested: _____ AM to _____ PM
 Days of Week: Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday, or 24/7

Mailroom Double Door Access Basement Access Ramp Receiving Door Access
 Access to Tunnel: Entry Exit

Written Justification:

Signature Box for Approval(s)

*Department Head / Designee Signature*_____
*Date*_____
*Department Head / Designee Name (print)*_____
*City Clerk Signature Approval*_____
Date

Council Chamber Access

Date of Request: _____

 Standard Access Monday - Friday, 8 AM to 10 PM Special Access

Requestor: _____ Position: _____

*Department Head / Designee Signature*_____
*Department Head / Designee Name (print)*_____
*Date*_____
*City Clerk Signature Approval*_____
Date

A Memo from the Department Head must be attached to explain why the employee is required access to the Council Chambers. All Chamber access is authorized by the City Clerk ONLY.



Form B

Facilities Access Request/Transfer Form

Request for: Key Badge

Date of Request: _____

Employee Name: _____ Empl. #: _____

Title: _____ Hire Date: _____

Department: _____ Division: _____

Point of Contact (Name/Phone) if questions: _____

Description of area(s) to be accessed: (For badge access to [City Hall](#), please use [Form A](#))

Be as specific as possible in your description below to assure proper access is provided. For example, include a door number if available, or specify if only entry or exit is needed.

Days and hours access needed: 24/7, or _____ AM to _____ PM
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

For **Badges**, scan and email this completed form to Badge-Service@tucsonaz.gov

Key Transfer

Key ID number(s): _____

Transferred From: _____ Unit #: _____
Print the Full Name and Employee # or Representing Agency

Transferred To: _____ Unit #: _____
Print Transferee's Full Name and Employee # or Representing Agency

For **Keys**, scan and email this completed form to FM-Service@tucsonaz.gov

Request Approved: _____ Date: _____

Signature of Authorized Department Head or Designee
 (Signature must already be on file at the General Services Department/Facilities & Communications Maintenance Division)

Employee's Signature of Receipt _____ Receipt Date _____