



Administrative Regulations Office of the Mayor

Title: CITY FACILITIES IDENTIFICATION CARD and SECURITY PROCEDURES

A.R. Number: 4.12 **Effective Date:** 2/1/2007 **Page:** 1 of 3

Supersedes: City Facilities Security and Identification Card Procedures **A.R.:** 4.13 **DATED:** 9/1/2004

I. POLICY & PURPOSE

In an effort to maintain safe and secure conditions at City facilities for both employees and the public, the following operating procedures are mandatory. All City employees (including vendors, contractors, and constitutionals) are expected to fully cooperate and comply with this Regulation.

II. PROCEDURE

A. City Identification Card

All City employees are required to have and clearly display valid City IDs while on City property. City IDs must be worn on either a neck loop or pocket clip. IDs must be worn at either chest or waist level for easy identification. IDs must be plainly visible at all times while on City premises, whether during normal working hours or on weekends. Employees who have been issued an employment ID card, but do not wear it as indicated above, are subject to disciplinary actions. All School employees working in or entering City Hall must meet the same requirements as City employees in this regard. All non-City employees (i.e. Padows, Credit Union employees, etc.) are required to display valid vendor or contractor IDs.

A. Reporting a Crime or Emergency

Employees are to report a crime or an emergency by calling 911 if:

1. Someone is injured or ill;
2. You see or smell fire or smoke;
3. You see someone being hurt;
4. You see a crime in progress such as stealing or causing damage;
5. You see something or someone suspicious.

Employees are not to assume that someone else has made or will make the call.

C. Building Operating Hours

Normal operating hours will be established for each building by the Agency Head and approved by the Chief Administrative Officer. There should be someone from the user agency in the building who is responsible for control of the building during all normal operating hours. Supervisory personnel are accountable for the security of buildings and equipment within their areas of responsibility during normal operating hours.

Hours of operation will be posted at the front and rear entrances or the two most used entrances.

Exterior doors will be locked and the building secure at all times other than normal operating hours with the following exception:

- When employees are in the building for special activities or events and will be responsible for the security of the facility during the event and securing the facility after the event.



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As a general rule, the Department of Public Works, Facilities Management Division, will not open rooms within the building since any room may house sensitive equipment/property for which the department or an individual is responsible. Only in an emergency will Facilities Management open a room during or after normal operating hours.

During normal operating hours, each department will establish procedures for opening and closing rooms.

An authorized employee entering or leaving a locked building will be responsible for securing the area and may be held responsible for any loss or damage to City property resulting from failure to do so.

All persons authorized to use the underground parking decks at City Hall must have a valid City ID and a valid City parking hangtag. Persons who have been issued a valid hangtag shall not lend or otherwise authorize use to anyone other than whom the hangtag is registered.

All vendors, contractors and delivery persons utilizing the loading dock ("G" Level) underneath City Hall must obtain prior authorization to use the loading dock and must have the acceptable forms of identification for entry.

III. RESPONSIBILITY

- a. All officers, employees and representatives of the City are responsible for insuring compliance with this Administrative Regulation. This Regulation is applicable to unclassified and classified employees.
- b. The Department of Human Resources shall be responsible for the issuance of all City Identification cards and for maintenance and control of the City identification system database and interface systems.
- c. All Agency/Department payroll representatives are responsible for contacting the Department of Human Resources to schedule an appointment for all new employees to receive a City ID prior to their employment with the City.
- d. All Agency/Department Heads and supervisors are responsible for verifying and approving the Security Access Card Application before a City employee or non-city employee receives a City ID.
- e. Each Agency/Department Head shall be responsible for designating what access their respective employees have to their designated facilities on the Security Access Card Application (i.e. Employee is to be given access to Marshall Street Plaza from 8 a.m. – 5 p.m. Monday through Friday or employee is to be given access to City Hall, 24 hours per day).
- f. All officers, employees, and representatives of the City are responsible for their City ID. If the card is lost, stolen, or misplaced, the cardholder must notify the Department of Human Resources immediately.
- g. All Agency/Department Heads are responsible for collecting and returning City employees (including constitutional employees) and non-city employees (i.e. vendors, contractors, schools, board/commission members, etc.) City IDs at the end of employment, service appointment, separation, or status change within the City.
- h. The Department of Public Works shall be responsible for the assignment of parking at all City facilities and for opening and closing of City Hall for normal working hours.



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IV. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources shall be responsible for updates and modifications to this Regulation.

APPROVED:

MAYOR

City of Richmond Security Access Card Application



ORIGINAL
 MODIFY
 REPLACE
 DELETE

- | | |
|--|---|
| <input type="checkbox"/> City Employee
<input type="checkbox"/> City Council Member
<input type="checkbox"/> Mayor
<input type="checkbox"/> Judicial Employee

<input type="checkbox"/> Legislator (State or Federal)

<input type="checkbox"/> School TEMPORARY | <input type="checkbox"/> School Employee
<input type="checkbox"/> Board/Commission Member

<input type="checkbox"/> Contractor/Vendor

<input type="checkbox"/> City Employee TEMPORARY

<input type="checkbox"/> Judicial TEMPORARY |
|--|---|

<hr/>	<hr/>	<hr/>
Last Name	First Name	Middle I.
<hr/>		<hr/>
Social Security Number		Birth Month & Year (i.e. 12/1952)
<hr/>		<hr/>
Department Assigned		Expiration Date (if applicable)
<hr/>		<hr/>
Physical Work Location and Work Contact Telephone Number		
<hr/>		
If Contractor/Vendor – Firm Name and Office Telephone Number		

I acknowledge that the information on this application is true and understand that while on City property and/or when working at/on City facilities and grounds, or on City business in the employ of the City of Richmond, I am required to properly and continuously display my Security/ID Card. (Note for City Employees: failure to display the Security/ID Card may result in disciplinary actions). I also understand that I will be personally responsible for my Security/ID Card and if this card is lost/stolen/misplaced, I will immediately notify the Department of Human Resources. I understand that my Security/ID Card is to be used by me only and I will not loan or transfer my Security/ID Card to any other person. I understand that when my employment or service appointment with the City is terminated or my status changes, I will return my Security/ID Card to the Department of Human Resources.

<hr/>	<hr/>
Card Receiver's Signature/Date	Card Receiver's Printed Name

TO BE COMPLETED BY CARD APPLICANT'S SUPERVISOR/MANAGER

Access Level Description (i.e. Employee is to be given access to Marshall Street Plaza from 8 am - 5 pm, Monday thru Friday or Employee is to be given access to City Hall, 24 hours/day). Please be detailed in your description and include specific buildings, times of access, specific offices (if applicable), etc.

I (Supervisor and Director) certify that the above-listed card applicant has a legitimate business need for a City of Richmond Security Access card that I have reviewed the information on this application and it is true to the best of my knowledge.

Supervisor's Signature/Date

Supervisor's Printed Name

Director's Signature/Date

Director's Printed Name

FOR CARD ISSUER USE ONLY

Information Verified: _____
Signature & Date

Access Level Given: _____

Date Issued: _____ Card Number: _____ Exp. Date: _____

Card received by: Printed Name Signature Date

Note – This document is to be filed in the Employee's personnel file or Contractor's file.