

Work Policy #Gen-17

ACCESS CONTROL POLICY

AUTHORITY:

Township Manager, Assistant Township Manager, Assistant to the Township Manager and Police Lieutenant

PURPOSE:

This policy is intended to set forth the requirements of employees, authorized personnel, and Township management with regards to the issuance and use of assigned keyfobs.

DEFINITIONS:

Access Control System – A system which designates access to certain doors or areas of a building by requiring the presentation of a keyfob to a reader to unlock a door.

Keyfob - A keyfob is a portable security device that grants access to designated areas.

Access Control System Administrators – Police Lieutenant and the Assistant to the Township Manager

APPLICABILITY:

Administrative Employees, Police Employees, Public Works Maintenance Employees, Building Inspector Consultants, Tax Collector, and the Warwick Township Water and Sewer Authority

POLICY:

Keyfobs

Each employee or authorized personnel shall be issued a unique keyfob that is based on their role and access requirements. Should an employee believe that certain access is necessary or unnecessary, that is currently or not currently provided by the keyfob, the employee shall notify their supervisor when reasonably able to do so.

Each employee or authorized personnel is responsible for their keyfob and shall not share their keyfob with others.

A keyfob may be attached to a key ring, badge reel, or bracelet.

A keyfob shall not possess any 'Warwick' insignia on it (name or seal). A keyfob shall not be attached to a 'Warwick' keychain, 'Warwick' sticker, or any markings that suggest what the keyfob is for or what it may have access to.

If a keyfob is damaged, lost or stolen, it is the responsibility of the employee or authorized personnel to notify their supervisor or department head within 24 hours. The lost or stolen keyfob shall be immediately deactivated by the access control system administrators to prevent unauthorized use. If lost, damaged, or stolen in excess of once in a one-year period, Warwick Township reserves the right to impose a \$10 replacement fee for the keyfob.

While keyfobs are issued to employees and authorized personnel, they remain the property of Warwick

Township. Upon separation of employment, all issued keyfobs shall be returned to management personnel.

Damage/Modification/Repairs

Access control system hardware shall not be tampered with, modified, or attempted to be repaired by anyone other than Access Control contractors. System errors, damage, or vandalism shall be immediately reported to the Assistant to the Township Manager.

Keyfobs shall not be or attempted to be copied or modified in any way. Nor shall areas be accessed or attempted to be accessed for which the employee or authorized personnel does not have authority to do so without the explicit permission of the Township Manager or Police Lieutenant.

Room rentals/After-hours Access

Room rentals and after-hours access requests shall be communicated to the Assistant to the Township Manager for coordination.

Standard Operating Procedure

An access control system standard operating procedure shall be drafted, periodically updated, and assigned for the setup, maintenance, and oversight of the system.

Monitoring and Auditing

Access control administrators may monitor access points, and usage logs are maintained. Periodic audits may be conducted to ensure compliance with the access control policy.

EMPLOYEE RESPONSIBILITY:

Employees and authorized personnel shall keep their keyfobs with them while they are working and take care to ensure they are not lost, stolen, or damaged.

Employees and authorized personnel shall notify their supervisor immediately in the event their keyfob is lost, stolen, or damaged.

EMPLOYER RESPONSIBILITY:

Warwick Township shall provide applicable employees and authorized personnel with customized keyfobs for specific access levels. Warwick Township shall also provide a badge reel or bracelet to secure the keyfob upon request.

Warwick Township shall assign access levels, configure access schedules, and make access control system adjustments as necessary.

EXCEPTIONS:

Where this policy conflicts with the terms of any relevant collective bargaining agreement or employment agreement, the terms of the CBA or employment agreement shall apply.

This policy shall not apply to seasonal and/or temporary employees, unless required by management.

CONSEQUENCES OF POLICY VIOLATION:

Violations of this policy may result in disciplinary action, up to and including, termination of employment. Disciplinary actions are handled in accordance with the Warwick Township Employee Handbook and will be applied based on the severity of the infraction.

Kyle W. Seckinger, Township Manager

Date