CITY OF WEST SACRAMENTO

ADMINISTRATIVE POLICY

NUMBER: I-B-5

DATE: August 1, 2002
Revised: February 1, 2003
July 1, 2022

SUBJECT: CITY FACILITY SECURITY

AUTHORITY: City Manager

PURPOSE

The purpose of this policy is to set forth measures to protect City facilities from unauthorized access and provide for a secure environment for City staff and visitors.

POLICY

It is the policy of the City to ensure that visitors to City facilities shall be limited, controlled, and documented. All employees shall be familiar with and adhere to security practices and are encouraged to report unusual or suspicious behavior to their supervisors or on-site security personnel.

All employees are required to wear visible City-issued badges while in City facilities. Badges may be checked by onsite security officers upon entering a monitored facility.

Each facility shall clearly post areas that are not open to the general public as "Restricted Area – Authorized Personnel Only", or similar language. Restricted areas may only be accessed by employees and authorized visitors.

All facilities equipped with an alarm monitoring system shall be maintained by the site manager in coordination with Facilities Maintenance. Each hiring manager shall be responsible for providing alarm system training to all eligible employees. Facilities Maintenance shall provide training upon request to employees located in City Hall.

Facilities Maintenance staff shall be available 24/7 by contacting 916-617-4625 in the event of any facility emergency.

PROCEDURE

A facility's visitor management controls are determined by the building use and amount and type of visitor traffic as defined below:

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4
FACILITY WITH FREQUENT VISITORS, VENDOR, CONTRACTORS, PUBLIC MEETING SPACES	FACILITIES DESIGNED SPECIFICALLY FOR PUBLIC USE	FACILITY WITH LOW VISITOR TRAFFIC, NO PUBLIC ACCESS	SECURE FACILITY
City Hall* Fire Station 45 Police Department Economic Development & Housing Dept.	Boathouse Community Center Recreation Center	Corporation Yard Fire Stations 41-44	Water Treatment Plant

Use of Badging System Required**	All visitors will be signed-in and out of facility on Visitor Security Log	All visitors will be signed-in and out of facility on Visitor Security Log	U.S. Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (PL 107-188)

*****Badging Process***

All visitors, including vendors and contractors, will be required to provide the reason for visit and present photo ID to City/Security staff upon entering the facility. Using a rewritable badge printer, a badge will be provided to the visitor that contains the following:*

- *Visitor Name*
- *Point of Contact*
- *Date of Visit*

The point of contact will be contacted and either 1) escort the visitor from the check-in area or 2) approve the visitor to enter the facility and proceed to their destination without an escort. At the conclusion of the visit, all badges must be returned to point of issue upon leaving the facility.

Visitors unwilling or unable to provide an identification shall meet with an on-site supervisor in the public check-in area for assistance without admission to facility.

**City Hall 1st Floor Public Counter and Council/Commission meeting attendees: Visitors for the sole purpose of paying utility bills or attending public meetings shall be issued a generic badge upon entering that will be returned to the security desk upon departure.*

**City Hall 2nd Floor Public Counter: Walk-in visitors for the Planning/Building counter with no specific point of contact shall obtain a rewritable badge from security and proceed directly to the second floor.*

- Completed Visitor Security Logs shall be retained by Facilities for one year in accordance with the City's retention schedule. The Visitor Security Log will be maintained at the front counter of each City facility.

- Employees should be made aware of contract or maintenance work being conducted in their work areas. City liaison staff should be present at sign-in or notify security in advance.

- Visitors should not be sent into a restricted area unescorted unless they are performing contract or maintenance work and have been verified by presentation of proper identification. No visitors should be allowed in any City facility outside of normal business hours.

- Delivery persons in recognizable uniforms or possessing a valid delivery person ID will be signed in without being issued a visitor badge. Those without a uniform or valid ID will be issued a badge where required.

- City Hall deliveries will generally be directed to the package pick-up/drop-off area in the 1st floor lobby. Security staff will call the appropriate staff to advise of the delivery.

ATTACHMENT

1. Visitor Security Log