Security Access Policy

Policy:
This policy addresses the use of identification badges that provide key card access to the building and in some cases secure areas for employees and contingent workers on site. Everyone who has been issued an access badge is responsible for any security risk associated with their card.

As a vital part of our security system, a City of Durango identification badge with your name and photo may be issued to you. The ID badge is also your electronic key to enter the building and other secured areas as needed. Everyone who is issued an ID Badge is required to wear their ID Badge in plain view while conducting City business.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to your supervisor and Human Resources as soon as possible but no longer than twenty-four hours after the loss. There will not be a charge for the first ID badge lost within a twelve-month period. There will be a $20 fee charged for each additional ID badge lost within a twelve-month period. Failure to notify your supervisor and Human Resources of your lost card or excessive loss or damage to cards can lead to disciplinary action.

Upon termination or completion of assignment requiring a badge, everyone will be required to return ID badges to their direct supervisor or Human Resources.

Visitors
Personal visitors may present safety and liability problems for the visitor, employees, and the City. Some buildings, rooms, and areas are restricted, where visitors are not permitted. These are areas that pose significant safety or security risks to the City of Durango and/or the visitor. Employees will consult with a supervisor / facility manager before permitting a visitor onsite to understand high risk areas and where visitors are not permissible.

While employees are welcome to bring visitors in to visit their worksite, they must ensure that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While visitors are in the workplace, they must always be directly in the presence of the employee. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Visitors are not to be left unattended behind badge restricted access areas at any time.