

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
August 2021
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 21-08-03

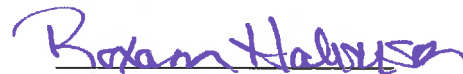
A RESOLUTION TO ADD POLICY NO. 605 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – IDENTIFICATION AND KEY CARDS

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any addition and/or amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended the implementation of an updated photo identification and key card badge system. The updated system will produce a photo ID badge with pre-programmed access levels for keyless entrance into designated areas of the courthouse, including office suites and entrances. The updated system will provide a safe and secure workplace for the public and all County staff.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby adds POLICY 605 IDENTIFICATION AND KEY CARDS to the Buffalo County Handbook effective on or near September 1, 2021, when the new ID Badge software and equipment is fully operational. A copy of the new policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 23 day of August, 2021.


County Clerk

ATTEST:

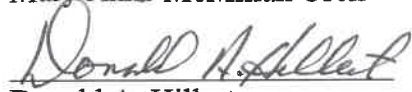

County Board Chairperson

Respectfully Submitted:

Human Resources Committee


Larry Grisen


Mary Anne McMillan Urell


Donald A. Hillert


Nathan Nelson


Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021 Budget

None

POLICY 605 IDENTIFICATION AND KEY CARDS

- 1. Purpose.** To provide a safe and secure workplace for the public and all County staff, photo identification cards (ID cards) or key cards are issued to all Buffalo County employees. The ID and key cards serve to identify those who work for the County and other agency and tenants working in County buildings.

- 2. Definitions.**
 - 2.1 Identification Card (ID Card). A hard-plastic card used to identify employees of Buffalo County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name.

 - 2.2 Key Card. A hard-plastic card used to identify employees of Buffalo County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name. Key cards are differentiated from ID cards in that they are programmed to allow authorized employees access to designated Buffalo County buildings and facilities outside of normal working hours or areas that are secured during normal working hours.

- 3. Policy/Procedure.**
 - 3.1 The Department manager or Elected Official must complete an Employee Identification Badge Request Form and submit to the Administration Office at least 48 hours prior to the (new) employee's hire date. Employment should not begin prior to issuance, except for extenuating circumstances with prior approval from Administration.
 - 3.1.1 In order to issue the County Identification Badge, the employee must verify his/her identification by means of a valid driver's license or other valid document that includes photo identification.

 - 3.2 Administration staff (or designated authority) will photograph each new employee and issue an ID or key card.

 - 3.3 Employees and non-employees must sign the Identification/Key Card Policy Acknowledgement Form prior to receiving their ID or key cards.

 - 3.4 The ID or key card must be carried at all times and be visibly displayed at waist height or above unless doing so risks personal safety.
 - 3.4.1 Department managers may temporarily suspend the requirement for an employee to display the ID or key card if there is a significant chance of loss due to the nature of the work being done.

Policy 605. IDENTIFICATION AND KEY CARDS

Effective Date: September 1, 2021

Revised Date: September 1, 2021

Buffalo County

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- 3.5 Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action by the County.
- 3.6 Employees may not attach any foreign object to the identification badge. Doing so will result in the required issuance of a new identification badge at the cost of \$10.00 to the employee.
- 3.7 Employees will not give or lend their ID or key card to another individual.
- 3.8 Cards may also be issued to non-employee persons participating in special programs sponsored by the County and will be issued to all elected officials serving Buffalo County.

- 3.8.1.1 A "Request for Courthouse Building Access" form must be completed with appropriate authorizations and submitted to Administration Office.

4. Key Cards.

4.1 Regular Employees.

- 4.1.1 All regular employees will be issued a key card through the Administration Office.

- 4.1.2 Even if not a County employee, paid employees of the following agencies, who are assigned to the Buffalo County courthouse as primary worksite will be issued a key card through the Administration Office:

- 4.1.2.1 Federal, State, and employees from other County's assigned working in the Courthouse (including, but not limited to UW Extension Office, Pepin County ADRC, District Attorney's Office, Circuit Court, DOJ Probation Agents, etc.)

- 4.1.2.2 Courthouse Tenants (i.e. Buffalo County Historical Society)

- 4.1.2.3 City of Alma Police Department

- 4.1.2.4 Wisconsin State Patrol personnel

- 4.1.3 Key cards will be programmed to allow employees into areas within the control of their respective department heads and/or work requirements.

- 4.1.3.1 Requests for access to areas outside the control of the areas of their respective department managers will require a "Request for Courthouse Building Access" form to be completed with appropriate authorizations and submitted to Administration Office review and approval.

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4.1.4 Employees will not use a key card to allow an unauthorized person entry or exit from County buildings or other County property.

4.2 Non-Employees and others not Identified in 4.1.2.1 above:

4.2.1 All non-county employees approved for an ID card will not be provided key cards or access to locations secured throughout the courthouse by the Key Card Security System. Very few exceptions will be made.

4.2.1.1 Department managers/Elected Officials may request by completing the "Request for Courthouse Building Access" form and submitted to Administration Office review and approval.

5. Replacing Lost or Damaged Cards.

5.1 Employees will contact Administration immediately to replace lost, stolen or damaged ID or key cards. Administration will issue a replacement ID or key card only with approval of the employee's department manager/elected official.

5.2 If the ID or key card should become damaged or lost, one new ID or key card will be issued by Administration per calendar year at no charge.

5.3 If the second ID or key card issued is damaged or lost within the calendar year, the employee will be charged \$10 for a replacement ID or key card.

5.4 If, at no fault of the employee, a key card should stop working, Administration will issue a new card to the employee at no charge. The old key card must be returned before a new one will be issued.

6. Separation from County Employment.

6.1 Employees leaving employment with Buffalo County must return their ID or key card to Administration upon separation.

6.2 Cards issued to persons participating in special programs sponsored by the County or having completed seasonal or temporary employment **must be returned** to Administration upon completion of the program.

6.3 Anyone issued keys to any County building, office, etc. by Administration must return all issued keys directly to Administration, or if after business hours, keys are returned to supervisor or department head. Upon receipt, the supervisor or department head must return all keys to Administration within 48 hours of separation.

7. Appendices.

7.1 Identification/Key Card Acknowledgement Form

7.2 Request for Courthouse Building Access Form

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Identification / Key Card Acknowledgement Form

It is the policy of Buffalo County to provide a safe and secure environment for County staff and for the public. Please read the following statements regarding employee responsibilities before signing the bottom portion of the document. For more complete policy information, refer to Buffalo County Policy 605.

ID and Key cards are property of Buffalo County. The following are ID and Key cardholder responsibilities:

- Do not lend your ID or key card to anyone.
- Do not allow unauthorized individuals into any secure area.
- Do not make additions or alterations to the ID or key card.
- Do not leave ID or key card on dash of vehicle, run through a clothes dryer, or other locations where exposed to extreme temperatures.
- Do not expose to organic solvents, thinners, alcohol, isopropyl, etc.
- Do not scan reproduce, duplicate, photocopy, or re-laminate.
- Do not fold, bend, pry open or mutilate your ID or key card.
- Do not use your ID or key card improperly.
- Do not leave your ID or key card unattended.
- Immediately notify your supervisor or department manager if your ID or key card is no longer in your possession.
- Immediately notify your supervisor or department manager of any difficulties or problems with any ID or key card.
- If more than one ID or key card issued is damaged or lost within one calendar year, there will be a charge of \$10 for each replacement ID or key card.

I understand that failure to comply with these rules can result in disciplinary action, up to and including termination. I understand that I may be responsible for the cost to replace my ID or key card, as outlined in Buffalo County Policy 605. My signature is an acknowledgment that I have read and understand my responsibilities.

Employee Signature: _____

Date: _____

Printed Name: _____

Dept: _____

This completed form is returned to Administration for retention.

Request for Courthouse Building Access Form

****Please note the default response is to deny key card access to non-county employees, and other federal and state employee recognized in policy 605. Very few exceptions will be made. ****

REQUESTED INFORMATION

Today's Date	Date Key Card / Access Change Needed
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Requesting Department Manager / Elected Official

Employee Name	Department	Job Title
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Name of the Person for which the exception is being requested:

Employee Name	Department	Job Title
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This request is for:

County Employee Non-County person

Access Details

Access Details - - The following items are to be reviewed & marked individually.

	YES	NO
Is this request for an exception within your department?	<input type="checkbox"/>	<input type="checkbox"/>

If no, what department are you requesting this person have access to?

Have you discussed this with the department manager of that department?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, what was their response?

Specifically, what doors are you requesting this person receive access to?

How long are you requesting this access to continue?

Please provide a thorough justification for this request.

How will security be maintained within the department and courthouse if this request is granted?

AUTHORIZATIONS	APPROVE	DENY	DATE
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Requesting Department Manager / Elected Official Name:	<input type="checkbox"/>	<input type="checkbox"/>	
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Signature

Other Department Manager / Elected Official Name: (For cross department requests)	<input type="checkbox"/>	<input type="checkbox"/>	
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Signature

This completed form is returned to Administration for retention.