



Florida Department of Transportation

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SECRETARY

POLICY

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Reference: Section 281.02, F.S.

ACCESS CONTROL POLICY

PURPOSE

Access control is essential for ensuring a secure environment for our people and the public we serve. Therefore, the purpose of this policy is to protect our people and assets by controlling who and what enters and leaves our facilities. This policy sets minimum Departmental standards. However, District Secretaries and the Executive Director have the flexibility to implement additional practices and safeguards based upon local conditions.

IDENTIFICATION BADGES

All employees will be issued an employee identification (ID) badge upon employment. ID badges will include the Name, Photo, Department Logo, and Office of the employee and will be issued on a proximity card. For facilities without Access Control Systems (ACS), badges will contain the same identifying features, but will be issued on a plastic ID card. All employees and consultants working in the Department's facilities are required to wear their photo ID badge on their person at all times in a visible manner. If an ID badge is lost, stolen, or forgotten, employees will report to the office that issues badges to receive a temporary badge. Badges that become worn or illegible will be replaced.

EMPLOYEE ACCESS FOR FACILITIES WITH ACS

All employees will use their ID badge to gain access to the facility. Employees will not hold the door open for other employees unless they ensure the other employee has a visible ID badge and scans it on their way in. Employees will only have access to areas specifically related to their job duties. Twenty-four-hour access will only be given to employees whose job requires after hour access. Under no circumstances will employees with after-hours access allow employees without after-hours to enter

Department facilities. Supervisors are responsible for ensuring that their employees have the proper access rights applied to their badge. Assistant Secretaries, District Secretaries and the Executive Director will set-up guidelines for after-hours access.

REPORTS

Requests for reports of identification badge access will be routed through the Human Resource Office, Employee Relations.

VISITOR ACCESS

Each facility will have one visitor access point, normally the building's main entrance. All visitors will sign in and receive a visitor's badge at the reception/security desk. Visitors will wear their badge on their person at all times in a visible manner and be escorted by an agency employee while inside Department buildings. Assistant Secretaries, District Secretaries and the Executive Director may waive the escort requirement for individuals on a case-by-case basis.

VENDORS

Vendors will enter facilities at designated receiving areas. If their business takes them beyond that area, they must sign in and receive a visitor or vendor badge.

RESTRICTED ACCESS

Each facility will establish and enforce procedures to monitor, restrict, and deny access for specifically identified individuals who may pose a threat to employees or the facility. These individuals could include, but are not limited to, those with restraining orders or judgements issued to protect an employee. Any employee may request that a nonemployee be restricted access via a written request to the facility manager.

KEY CONTROL SYSTEM

Facility management is responsible for monitoring the distribution of keys and duplicates. Only authorized personnel will have keys that offer access to specified areas of the building. All keys will be made with non-duplicative features. When someone completes their employment with the Department, they must return the keys. Facility managers will conduct periodic key inventories.

SPECIAL EVENTS FOR FACILITIES WITH ACCESS CONTROL SYSTEMS

Where needed, facility managers will establish procedures to accommodate special events. When possible, the ACS should remain enabled and the access of non FDOT

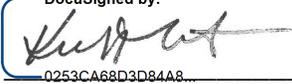
employees to spaces outside of the event area restricted. Under no circumstances will physical actions be taken to defeat an ACS, such as leaving doors propped open.

ENFORCEMENT

All employees in a supervisory, facilities management/administration, and/or a security related position are responsible for assisting with the enforcement of this policy. Employees who fail to comply with this policy may be subject to disciplinary action pursuant to the Department's disciplinary standards and procedures.

EMPLOYEE AWARENESS & TRAINING

To provide effective security, all building occupants must recognize the importance of following and adhering to this policy. New hires will be briefed on the Access Control Policy when obtaining their identification badge.

DocuSigned by:

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Secretary