

	Administrative Regulation	
	<h2 style="text-align: center;">Building and Facility Access</h2>	
	Policy#	18.1
	Effective:	02/09/2016
	Revised:	05/30/2025
	Owner:	Facilities & Property

**Note:** Terms in **bold** and *italics* throughout this policy are defined below.

### PURPOSE:

To sets forth the expectations for accessing City of Springfield building and facility and define individual responsibilities related to maintaining a secure workplace.

### SCOPE:

The regulation applies to all employees, elected officials, volunteers, interns, and contracted service providers who either act on behalf of the City or require access City facilities.

### POLICY:

Every employee plays a part in safeguarding the City's physical space and assets. Facility access is a privilege, not a right, and is granted based on operational need. The City controls access to maintain the safety of its representatives and minimize risk or loss.

### PROCEDURE:

#### 1. Requests

- 1.1. An employee is not automatically entitled to access all areas of City property. They should speak with their supervisor to understand which areas they are authorized to enter.
- 1.2. If access is needed outside of the employee's own **work area**, the request must be approved by both the employee's supervisor and the Executive Team Member responsible for the requested area.
- 1.3. The supervisor is responsible for submitting approved requests to the Facilities Manager.

#### 2. Access

- 2.1. An employee must use their assigned **identification badge** and/or **keys** to access non-**public areas**. If the area is open to the public, the employee may use the public entrance.

- 2.2. Contractors working in non-public areas must be escorted by an on-duty employee or issued a ***temporary identification badge***.
- 2.3. An employee must not allow any ***unauthorized person*** to access non-public areas without supervision.
- 2.4. Access may be further limited by applicable HIPAA or CJIS regulations, which may require additional certifications.

### **3. Guests of the City**

- 3.1. All guests must be escorted when in non-public areas. An employee is responsible for any guest they invite into City facilities. Guest access is not guaranteed and may be revoked by a supervisor or department director at any time.

### **4. Employee Responsibilities**

- 4.1. While on duty or representing the City, an employee must always wear their identification badge visibly. This also applies when entering areas not typically accessed by the public while off duty.
- 4.2. An employee may not duplicate or alter a key issued by the City without prior approval.
- 4.3. Report any unauthorized building access and/or security concerns to building maintenance personnel.

### **5. End of Service**

- 5.1. Upon separation, reassignment, or the end of a project, an employee, volunteer, intern, or contractor must return all access items (including identification badges, keys, and vehicle fobs). All keys remain the property of the City.

## **DEFINITIONS:**

- 1. ***"Identification badge"*** is a City-issued plastic card that provides information about the individual and may allow electronic access to some non-public areas of City property.
- 2. ***"Temporary identification badge"*** is a card, badge or name tag issued by an authorized City employee that is provided to an individual as proof of temporary or limited authorization to access a non-public area. Temporary identification badges may or may not have photographs but should bear the contact information of the department or employee authorizing access.
- 3. ***"Key"*** is any card, passcode, physical key or similar access device.

4. ***“Public area”*** are areas within City property that are open to all members of the public and are not reserved solely for City business, for example, the library has both a public area (the circulation collection) as well as a non-public area (behind the counter).
5. ***“Work Area”*** is that portion of, or section of a City property where an employee’s regular duties are performed.
6. ***“Unauthorized person”*** is anyone who has not been granted official permission to access a work area or non-public area or has had their permissions suspended or revoked.

## **RESOURCES:**

### *Administrative Regulations:*

1. [City Identification Badge](#)