

	<i>Administrative Regulation</i>	
	<b>BUILDING AND FACILITY ACCESS</b>	Policy #: 12.02
		Effective: 02/09/2016
		Revised: 05/30/2025
	Owner: Facilities & Property	

**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

**PURPOSE:**

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

**SCOPE:**

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

- a. An employee is not automatically entitled to access all areas of City property.
  - (1) Employees should speak with their supervisor to understand which areas they are authorized to enter.
- b. 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.
- c. The supervisor is responsible for submitting approved requests to the Facilities Manager.

**2. Access**

- a. Employees must use their assigned ***identification badge*** and/or City-issued ***keys*** to access ***non-public areas***.
- b. If the area is open to the public, the employee may use the public entrance.
- c. Contractors working in ***non-public areas*** must be escorted by an on-duty employee or issued a ***temporary identification badge***.
- d. Employee must not allow any unauthorized person to access ***non-public areas*** without

supervision.

- e. Access may be further limited by applicable HIPAA or CJIS regulations, which may require additional certifications.

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

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

### **4. Employee Responsibilities**

- a. 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.
- b. Employees must not duplicate, share, or alter any City-issued *key*, badge passcode, or access device without prior written authorization.
- c. Employees must promptly report any unauthorized building access, lost, or stolen access devices, or security concerns to Facilities & Property staff, building maintenance personnel, or their supervisor.

### **5. End of Service or Assignment**

- a. Upon separation from employment, reassignment, or completion of a project, all employees, volunteers, interns, contractors, or service providers must return **all** City-issued access items, including identification badges, keys, access cards, and vehicle fobs.
- b. All keys, badges, and access devices remain the property of the City and must be surrendered upon request.

## **DEFINITIONS:**

### ***Identification Badge:***

A City-issued plastic card that identifies an individual and may provide electronic access to designated non-public areas of City property.

### ***Temporary Identification Badge:***

A card, badge, or name tag issued by an authorized City employee that provides proof of temporary or limited authorization to access a non-public area. Temporary identification badges may or may not include a photograph but must clearly identify the authorizing department or employee.

### ***Key:***

Any physical key, access card, fob, passcode, or other device used to gain entry to a City building or secured area.

***Public Area:***

Areas within City property that are open to all members of the public and are not reserved exclusively for City business. For example, the library includes both public areas (such as circulation collections) and non-public areas (such as staff-only workspaces).

***Work Area:***

The portion of a City facility where an employee's regular job duties are performed.

***Unauthorized Person:***

Any individual who has not been granted official permission to access a non-public area or work area, or whose access authorization has been suspended or revoked.

**RESOURCES:*****Administrative Regulations:***

- [City Identification Badge](#)