

ADMINISTRATION BUILDING SECURITY AND ACCESS POLICY #12.1.17

POLICY STATEMENT

The County of Wetaskiwin recognizes the importance of building security and access for employees to enter the Administration Building to complete their work duties. The County of Wetaskiwin also recognizes the need for employees to feel and be safe when employees are in the Administration Building. The intent of this policy is to identify which employees require access to the Administration Building and when the employees require that access.

PROCEDURES

SECTION 1- KEYLESS ENTRY

1) Council authorizes the use of a keyless entry system to designated employees and County Council. Appendix 'A' describes the positions which have been identified as requiring access to the Administration Building and when that access is required.

Doors to the Administration Building will open using the keyless entry system during the following hours:

Front doors- will be unlocked using a key from 8:30 am until 4:30 pm.

Coffee Room door- 7:30 am until 7:00 pm for Levels 2, 3 and 4, always for Level 1

East Wing door-7:30 am until 7:00 pm for Levels 2 and 3, always for Level 1, no access for Level 4

South Wing door-7:30 am until 7:00 pm for Levels 2 and 3, always for Level 1, no access for Level 4

West Wing door-7:30 am until 7:00 pm for Level 2, always for Levels 1 and 3, no access for Level 4

North Wing door- shall only be used as an exit door.

Council door-7:30 am until 5:00 pm for Levels 2, 3 and 4, always for Level 1

Employees requiring access to the Administration Building during non regular office hours shall make arrangements with their immediate supervisor for such access.

REVISION DATE: Resolution CG20110308.1012, CG20121106.1023, CG20131015.1004, CG20161206.1011, CG20181004.1032	ORIGINAL COUNCIL APPROVAL DATE September 8, 2009, Resolution #CG20090908.1024	NUMBER: 1 of 3
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SECTION 2- KEYS

2) Council authorizes the use of keys to designated employees for use in emergent situations such as power failure. The following positions have been designated as requiring keys to the Administration Building:

ASB Foreman	Director of Agricultural Services
Assistant County Administrator	Director of Emergency Services
Assistant Director of Public Works	Director of Information Services
Community Peace Officer(s)	Director of Public Works
County Administrator	Information Services Assistant(s)
Custodian	

SECTION 3- SECURITY CODES

3) Council authorizes the use of security codes to designated employees. The following positions have been designated as requiring security codes to the Administration Building:
(assigned with Level 1 or 2 access)

ASB Foreman	Director of Finance
Assistant County Administrator	Director of Information Services
Assistant Director of Public Works	Director of JEDI
By-Law/Animal Control	Director of Leisure and Community Services
Communications Officer	Director of Planning and Economic Development
Community Peace Officer(s)	Director of Public Works
County Administrator	Horticulturist
Custodian	Information Services Assistant(s)
Development Officer	Sustainable Agriculture Coordinator
Director of Agricultural Services	Utility Foreman
Director of Assessment	
Director of Emergency Services	

SECTION 4- DELEGATED AUTHORITY

The responsibility to authorize which position is designated and which Level that position is designated to have been delegated to the Chief Administrative Officer (CAO).

The responsibility to authorize keyless entry system access has been delegated to the Director of Information Services.

The responsibility to authorize the Keys and Security Access Codes has been delegated to the Director of Agricultural Services.

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APPENDIX 'A'

The following list describes the positions that have been identified as requiring access to the Administration Building and when that access is required:

Level 1 Unlimited Access to all doors throughout the Administration Building 24 hours per day

Director of Agricultural Services
Custodian

Level 2 Access with a security code to all doors from 7:30 am until 7:00 pm, Monday to Friday and the West Wing door anytime.

ASB Foreman
Assistant County Administrator
Assistant Director of Public Works
Bylaw/Animal Control Officer(s)
Communications Officer
Community Peace Officer(s)
County Administrator
Development Officer
Director of Assessment
Director of Emergency Services
Director of Finance

Director of Information Services
Director of JEDI
Director of Leisure and Community Services
Director of Planning and Economic
Development
Director of Public Works
Horticulturist
Information Services Assistant(s)
Sustainable Agriculture Coordinator
Utility Foreman

Level 3 Access without a security code to all doors from 7:30 am until 7:00 pm Monday to Friday, excluding Statutory Holidays.

Accountant
Accounts Payable
ASB/Finance Administrative Assistant
Assessment Administrative Assistant
Assessor
Assistant Development Officer(s)
Community Learning Council Coordinator
Emergency Services Administrative Assistant

Executive Assistant(s)
Financial Services Assistant(s)
JEDI Office Manager
Municipal Intern(s)
Payroll(s)
Planning & Development Technologist
Protective Services Administrative Assistant

Level 4 Access to Council door (South Wing) and Coffee Room door, 7:30 am until 5:00 pm, Monday - Friday excluding Statutory Holidays.

Councillor(s)

DELEGATION OF AUTHORITY

Please refer to Section 4 of the Policy.

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