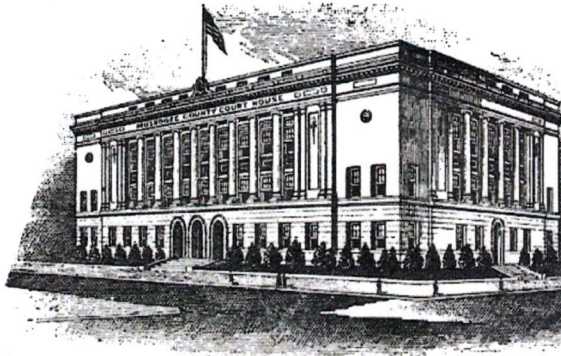


KEN DOKE
MUSKOGEE CO. DISTRICT 1

KEITH HYSLOP
MUSKOGEE CO. DISTRICT 2

KENNY PAYNE
MUSKOGEE CO. DISTRICT 3



POLLY IRVING
COUNTY CLERK



SHEILA SHAMBLIN
BOCC Assistant

MUSKOGEE BOARD OF COUNTY COMMISSIONERS

P.O. BOX 2307 MUSKOGEE, OK 74402-2307 PHONE (918)682-9601 * FAX (918) 684-1697

Email: bocc@readymuskogee.org - Website: www.muskogeecountygov.com

RESOLUTION

Whereas: The Muskogee Board of County Commissioners met on the 7th day of August, 2023 to consider:

an amendment to the Muskogee County Personnel Policy Handbook,
to include a Keycard Access Policy

NOW, THEREFORE, BE IT RESOLVED:

That the Muskogee Board of County Commissioners do hereby change and amend the Muskogee County Employee Handbook to the following:

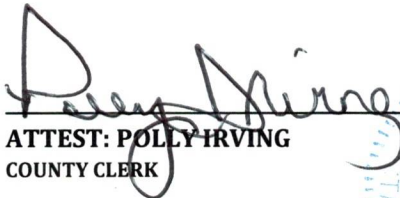
Under Employee Conduct section, after Use of Communications Systems the following statement regarding Keycard Access will be inserted:

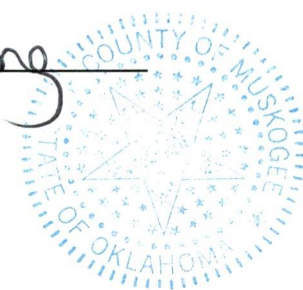
It is the policy of Muskogee County (County) to establish a process for issuing and controlling Identification/Access Cards to employees and certain vendors to the County facilities in order to help maintain security. All County employees and designated individuals are required to wear an appropriate Identification/Access Card (card) in accordance with the procedures found at the end of this handbook. County cards help maintain security by identifying authorized personnel at County work sites and residential or commercial properties served by the County.

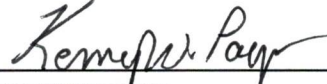

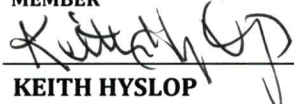
And

At the end of the handbook, in the Agreements and Acknowledgement section, the entire Keycard Access Agreement will be inserted to be reviewed and signed by all employees.

MUSKOGEE COUNTY BOARD OF COMMISSIONERS


ATTEST: POLLY IRVING
COUNTY CLERK




KENNY PAYNE
CHAIRMAN

KEN DOKE
MEMBER

KEITH HYSLOP
MEMBER

MUSKOGEE COUNTY



IDENTIFICATION/ACCESS CARD SOG 23-006

June __, _____

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Revision	Date	Department(s)	Description of Change
Created		Emergency Management and Technology & Information Management Systems	Initial Release

APPROVALS:

Kenny Payne
Chairman, Commissioner Kenny Payne

8/7/2023
Date

Ken Doka
Vice Chair, Commissioner Ken Doka

8/7/2023
Date

Keith Hyslop
Member, Commissioner Keith Hyslop

8/7/2023
Date

1-1 Policy.

It is the policy of Muskogee County (County) to establish a process for issuing and controlling Identification/Access Cards to employees and certain vendors to the County facilities in order to help maintain security. All County employees and designated individuals are required to wear an appropriate Identification/Access Card (card) in accordance with the following procedures. County cards help maintain security by identifying authorized personnel at County work sites and residential or commercial properties served by the County.

1-2 Scope

This operating procedure applies to all full-time, part-time employees, volunteers, temporary contract employees, interns, vendors and visitors.

1-3 Procedures

a. Building Access

1. The main entrances to the County is open to the public Monday-Friday, 8:30 am – 4:30 pm. You will need a card to gain entry during all other times. You will need to use a card to enter offices at all times.
2. In order to enter a door using a card, look for a small, black, rectangular card reader next to the door. This reader has one (1) red light on the face of the unit. Place your card within a few inches of the reader to activate it. The reader will emit a beep. If the card has been programmed to allow access through that door at that time, an alternating red and green light will appear on the reader's face. Once the alternating light turns on, the door will unlock for approximately 5 seconds.
3. Employees should not open door for others that do not have their own card, but rather direct the person to the Department Official for assistance.

b. Eligibility – the following individuals are eligible to receive a card:

1. Elected and appointed County officials;
2. Employees officially employed by the County and Currently carried on the County payroll;
3. Employees officially employed by the State of Oklahoma carried on the State payroll and having an office located in the County Courthouse Complex;
4. Individuals designated as a Contractor-Special Status and currently carried on the County Payroll;
5. Individuals providing volunteer or special services who are designated by their department head to receive a Identification/Access card.

6. Non-permanent couriers, vendors, and contractors will not be issued cards and must check in with the Sheriff's Office in the Courthouse and the Commissioner's Office in the County Services Building to gain access to non-public areas of the County.
7. Attorney's that are in good standing with the Muskogee County BAR Association. (East Door only during regular business hours.)

c. Displaying Cards

1. All employees and designated individuals must wear cards with the front of the card visible on the outside of their clothing or have the card available when on duty, providing services, or accessing County Facilities.

d. Maintenance and Control

1. All building occupants are required to have an access card or they will not be allowed through the secured common areas of the buildings. Please note that the card always remains the property of the County.
2. Do not prop open doors as this will activate a security alert.
3. Do not punch holes in the card, attach or affix any pins or decorations to the card, bend the card, or wash the card as it may render the card inoperable.
4. Cards should not be left unattended on desks, near door locks, or carried in such a manner to be susceptible to loss or theft.
5. Only one door access card shall be issued to each eligible person, and it must not be transferred or loaned to any other individual.
6. Upon termination of employment, contract, or volunteer services, cards must be returned to the Muskogee County EMA. The Official of the department where the person was assigned is responsible for ensuring that the card is retained before the person leaves the Muskogee County premises.
7. Cards may be requested by a department to eligible persons for a limited time period (e.g., when an individual provides volunteer or special services), and must be returned to the requesting department by the end of the authorized period. Each card will be issued to an individual with both name and photo.
8. When vendors or contractors perform services in County facilities, the department that has retained their services must ensure that they display a temporary vendor card, in addition to a company name badge (if applicable), which identifies who they are and for whom they are employed. Vendor cards can be requested from Muskogee County EMA no more than two (2) days before the scheduled work and must be returned within two (2) days after the work is completed.

9. When County employee encounter individuals in secured non-public areas of County facilities or work sites, without appropriate identification and without authorized escorts, they should inquire whether the individual needs assistance. Any suspicious or unusual behavior should be immediately reported to the sheriff's office and management personnel. **NO ONE SHOULD CONFRONT THE INDIVIDUAL EXHIBITING SUSPICIOUS OR UNUSUAL BEHAVIOR FOR THE EMPLOYEE'S OWN SAFETY.**
 10. Visitors to the County will not be required to display a visitor card for public areas (e.g. to pay taxes, court fees, etc.). Visitors to the County that require access to a non-public area, (e.g. to attend meetings or an appointment), must be escorted by an employee from the department they are visiting while in the non-public areas.
 11. The access system is set up to automatically suspend any card not used in over any 60-day period. The card will be suspended but the information will be retained in the system.
 12. Access to any office or secured area must be approved by the Elected Official/Appointed Officer having responsibility to that office or secured areas.
 13. If a card does not work for any reason, please contact Muskogee County EMA by either text, call or email mcem@readymuskogee.org.
- e. Processing Requests for Identification Cards
1. Each employee/department official is responsible for making a request to Muskogee County EMA for a card. Initial requests for cards and photos are processed at the Muskogee County EMA office. Special needs may be accommodated.
 2. The Muskogee County EMA will supply the card with a clip and/or lanyard (when available).
- f. Replacement of County Identification Cards
1. A replacement card is required for a name change, transfer to a different department, change of job title, or for a lost, missing, stolen, or damaged card.
 2. Employees/individuals must immediately notify their supervisor if their County identification card is lost, missing, stolen, or damaged. The supervisor will notify the Muskogee County EMA, Sheriff's Department (for Law Enforcement issued cards) and the department where the person is assigned immediately upon notification. Please do so even if there is a chance that the card will be found. It is easy to reactivate a card that turns up later.
 3. An old or damaged card must be returned to Muskogee County EMA before a replacement card is issued.
 4. The Muskogee County EMA will assess employees/individuals a fee of \$15.00 for a replacement card if their card was lost, stolen, missing or damaged. If the card is stolen

and a police report is filed and produced, then there will be no charge. If the card is stolen due to the negligence of the person, then the \$15 charge to replace the card will apply.

5. New photographs and signature are not needed when replacing County identification cards since all original photographs are retained on a computer database.
 6. Every five (5) years the employee cards will be replaced free of charge and a new photograph will be taken. Employees will be responsible for contacting the Muskogee County EMA for an appointment.
- g. Training and Enforcement
1. Each employee will be trained as to security needs of their work area as well as the building(s) in which they work.
 2. It is the responsibility of Department Officials/Directors to ensure each employee has been trained and understands the training they have received.
 3. It is the responsibility of each County employee to support the goals of this policy and to comply with the requirements of this policy.
 4. It is the responsibility of each County employee to report persons seen in restricted areas of the County who are not properly identified with an Employee or Vendor card clearly displayed upon their clothing.