ACCESS CARD/IDENTIFICATION CONTR~~OL~~ POLICY

1. PURPOSE

The purpose of this policy is to outline a process for controlling Access Card/Identification (Access Card/ID) at St Joseph Health System (SJH), and to ensure the protection of SJH personnel, property and information through the electronic control of access to doors, rooms and other secure buildings, areas and spaces at SJH.

2. SCOPE

2.1 This policy applies to all SJH employees, temporary staff members, consultants, and contractors/vendors who work at SJH in Corvallis

2.2 This policy applies to all guests and visitors that are issued or that use an Access Card/ID at

SJH facilities.

3. DEFINITIONS

*3.1 Access Card/ID*

A SJH Access Card/ID is an electronically coded card which allows employees access to the facility and other restricted areas within the facility, as applicable. The Access Card/ID has a unique number on one side of the card which is assigned to one employee.

*3.2 Access Card/ID Control Officer*

The appropriate Physical Security Designee will be the Access Card/ID Control Officer and is responsible for the issuance and control of all Access Card/IDs at their facility, and for the control and maintenance badging machines and card readers.

*3.3 Visitor/Vendor/Contractor Access Card/ID*

A SJH Visitor Vendor/Contractor badge is a distinct badge that provides no electronic access to any space; however it identifies the wearer as a visitor to the facility. This badge may include a photo of the visitor, the visitors name or the SJH logo.

3.5 Access Card/ID that provide access to card readers and therefore ministry secure space will not be issued to visitors, vendors and contractors of ministry sites unless authorized by the designated control officer for the facility.

3.4 All visitors’ badges must be returned at the end of the day.

4. RESPONSIBILITIES

*4.2 User*

4.2.1 The Users are SJH employees, temporary staff members, consultants, contractors/vendors and visitors or guests who enter SJH Access Card/ID Controlled space. The users are responsible for reading, understanding and following this policy.

4.2.2 All Users will be required to acknowledge receipt of, and understanding of all applicable SJH policies and procedures. They will be required to sign a policy control document accepting responsibility for the information contained therein.

**5.0 Policy**

***5.1 Personnel Authorized to Issue Cards***

5.2.1 Issuance of Access Card/ID(s) may be authorized only by the building owner responsible for security oversight or by a designated control officer at each ministry facility.

***5.3 Duplication of Access Card/ID***

No Access Card/ID(s) will be duplicated. The unauthorized duplication of Ministry Access Card/ID so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for discipline up to and including termination.

***5.4 Lost, Stolen or Damaged Access Card/ID***

***5.4.1 Reference Ministry site specific Access Card/ID Procedure.***

5.4.2 A new Access Card/ID will not be issued to anyone who was previously assigned an Access Card/ID unless an incident report is completed by the reporting individual and is on file with site security. ***Do not wait to report an incident even if you are unable to complete the forms immediately.***

***5.5 Termination, Retirement Separation from a Ministry Site***

Upon termination of employment from The Ministry, Access Card/ID will be surrendered immediately. However, failure to return Access Card/ID badges will in no way halt or delay the completion of the separation process.

***5.6 High Security Areas:***

5.6.1 SERVER ROOM ACCESS (and other site identified high security areas, e.g., ED, Document Rooms, etc.) Access to the High Security Areas will be issued only to authorized personnel by the appropriate area/space owner or approved designee in their absence.

***5.7 Access Card/ID Issuance to Outside Contractors***

Repairs of Ministry facilities which require a contractor to be issued an Access Card/ID to any area must be approved by the appropriate room/space owner or designee.