

I. PURPOSE

To establish Facility access and parking control procedures at all Agency Facilities.

II. DEFINITIONS

Personnel

Personnel is defined as those individual(s) working at a particular Agency Facility.

Visitor

A visitor is defined as any person who is not working at or permanently assigned to perform work at a particular Agency Facility. This definition includes Agency employees not assigned to the Facility, salespersons, suppliers, and other vendors.

III. PROCEDURES AND RESPONSIBILITIES

A. Facility Cardkey Access System

1. An electronic cardkey access control system is installed at the TA Administration Facility. The Access Control System is administered by the Protective Services Department.

B. Cardkey Authorization and Issuance

1. Division Directors are responsible for requesting the issuance of a building access cardkey to authorized personnel and individuals.
 2. Director-approved requests shall include: name, position, social security number, worksite assignment, and building access authorization.
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3. Cardkey issuance requests should be forwarded to the Protective Services Department for processing.
4. An Agency-issued cardkey is issued to an authorized individual only, and non-transferable.
5. Agency-issued cardkeys are Agency property and shall be returned to Protective Services when no longer authorized or required.

C. Lost Cardkeys

1. Lost or misplaced cardkeys shall be immediately reported to Division management and Protective Services.
2. A replacement cardkey will be issued pursuant to Division Director approval and the payment of a reissuance fee.
3. Defective and damaged cardkeys will be replaced at no charge.

D. Misuse of Agency-issued Cardkeys

1. An Agency-issued cardkey is issued to an authorized individual only, and non-transferable.
 2. An Agency-issued cardkey shall be confiscated by TA management or other "authorized representative" for misuse.
 3. Penal Code Section 469 states in part: any person who knowingly makes, duplicates, or uses, or attempts to use, or is in possession of a "key" to a building without authorization from the person in
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charge or his designated representative, and with knowledge of the lack of authorization is guilty of a misdemeanor.

E. Agency Administration Facility Access

1. The Agency Administration Facility is regularly open to the public between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The Facility is closed to the public during non-business weekday hours, and all hours on Saturday, Sunday, and observed holidays.
2. During normal weekday hours, the Facility is accessible to the public at all building lobby reception entrances.
3. Personnel and other authorized individuals who possess Agency-issued cardkeys may access Facility buildings at cardreader employee entrances including lobby reception entrances.
4. Building worksite locations that are designated as non-public areas shall be subject to access control procedures.

F. Visitor Access Control

1. Lobby reception staff shall be responsible for visitor access control during normal weekday business hours.
 2. Visitors requesting access to non-public worksite locations shall be processed for entry authorization. The SCCTA Entry Control Log will be used for the purpose of recording all visitor access transactions.
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3. Visitors granted access shall be issued a Visitor Badge that will authorize entry to all non-public building worksite locations.

G. Agency Administration Facility Access During Non-Business Hours

1. Only authorized personnel will be allowed Administration Facility access during non-business hours, and at all hours on Saturdays, Sundays, and holidays.
 2. Division Directors or the General Manager must approve personnel requests for after-hours cardkey access to Facility buildings. Approved requests shall be forwarded to Protective Services for processing.
 3. Other individuals requiring temporary after-hours access must have written authorization from a Division Director or designated Manager. Access authorizations shall be forwarded to Protective Services as soon as practicable.
 4. Whenever a public meeting is held after-hours and within a non-public worksite area, public attendees shall be screened for access authorization in accordance to visitor access control procedures.
 5. Emergency services provided by the police, fire department, and medical units responding to an alarm or emergency, will be allowed unlimited access to the Facility at all times.
 6. Emergency exits are signed, alarmed and security-monitored. At all other times, "Emergency Exit Only" doors are to be used for emergency exit only.
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H. Regulations Agency Administration Facility Parking

1. "T" permit parking spaces have been allocated for the use of personnel working at the Agency Administration Facility. Protective Services shall issue "T" parking permits to authorized personnel upon request.
2. Personnel working at the Agency Administration Facility shall not park their private vehicle in a visitor parking space during normal weekday business hours.
3. Personnel and visitors shall comply with all Agency traffic and parking regulations.
4. As directed by the Agency's Chief of Security, the transit patrol division shall enforce all traffic and parking regulations.

I. Bus and Light Rail Facility Access/Egress Control

1. Bus and Light Rail worksites are "restricted" Facilities at all times.
 2. Visitors to Bus Facilities shall request access authorization at the Transit Operations Superintendent's Offices. Visitor access will only be approved during normal business hours of operation, Monday through Friday, from 8:00 a.m. to 5:00 p.m.
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3. Visitors to Light Rail Facilities shall request access authorization at the Facility Security Office.
4. Visitors shall be screened for access authorization prior to entering a Bus or Light Rail Facility worksite. Visitors will be processed by security or Agency personnel and issued a Visitor badge to be worn and displayed at all times while at the Facility.
6. Emergency services provided by the police, fire department, and medical units responding to an alarm or emergency, will be

J. Bus and Light Rail Vehicle Access to Worksite

1. Vehicle access/egress to the Facility worksite shall be controlled and monitored by security officers. All vehicles entering or leaving the worksite are subject to search. Vehicles will be required to stop for access/egress screening clearance at the Security Office.
 2. All Agency coaches operated by Agency personnel for the purpose of conducting maintenance road testing shall be inspected by security personnel at all times when leaving and returning to the Facility worksite.
 3. Contractor service trucks and delivery vehicles will be allowed access to the Facility worksite. The authorization applies only to contractors or vendors who must bring their vehicles into the worksite in order to perform work or services on behalf of the Agency.
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4. Private vehicles are not permitted access to Bus or Light Rail worksites unless authorized by the Agency's Chief of Security.

K. Bus and Rail Facilities Off-Hours Access

1. Only authorized personnel will be allowed access to the worksite during non-business hours, weekends, and holidays. An Off-Hours Facility Access Listing will be maintained at the Facility Security Office as provided and updated by Transit Operations management.
2. Other persons seeking access during non-business hours will be required to obtain written access authorization from Agency management.
3. Emergency services provided by the police, fire department, and medical units responding to an alarm or emergency, will be allowed access to the Facility at all times.

L. Bus and Rail Parking Facilities

1. An employee/visitor parking lot is located adjacent to all Facility worksites.
 2. Visitor-designated parking regulations are in effect from 8:00 a.m. to 5:00 a.m., Monday through Friday, excluding recognized holidays.
 3. Personnel and visitors shall comply with all traffic and parking regulations.
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Facility Access and Parking Control, Continued

4. As directed by the Agency's Chief of Security, the transit patrol division shall enforce all traffic and parking regulations.

M. Emergency Calls for Assistance

1. Emergency calls for police, fire or medical assistance are requested by direct telephone dialing:

From Agency Facility telephones: Dial 9-911

From public pay telephones: Dial 911

2. Whenever possible, immediate notifications should be made as follows:

Call Transit Patrol dispatcher at 275-1111, to request a "transit police" response to Agency Facility.

Contact employee's immediate supervisor (or another employee) for assistance in dealing with emergency.

Contact the Facility-assigned Emergency Response Team (ERT) member for assistance in directing emergency services personnel to the Facility worksite location were

N. Incident Reporting

1. Personnel shall notify Protective Services relative to incidents of crime, suspicious or unusual occurrences, and other issues that impact personal safety and the protection of property at Agency Facilities.
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