



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



440.05 FACILITY ACCESS SYSTEM - ACCESS CARD 05-12-09

PURPOSE

The purpose of this order is to establish procedures for distribution, use, collection and accountability of Facility Access System access cards.

POLICY

It shall be the policy of the Sacramento Police Department to provide security integrity for its facilities.

PROCEDURE

A. DEFINITIONS

1. FACILITY ACCESS SYSTEM (FAS) - A computer door lock system designed to record the date, time, and person entering or leaving a City building.
2. Access Card- A plastic card with a miniature computer chip which allows entry to and exit from doors controlled by the FAS.

B. DISTRIBUTION OF ACCESS CARDS

1. Access Card shall be issued to employees by the Office of Technical Services (OTS) on the same basis as standard department door keys.
2. Employees leaving the employment of the department shall surrender the access card to either their immediate supervisor or OTS, before their last day of employment.

C. USE OF ACCESS CARDS

1. Employees shall utilize their access card when they enter and exit buildings equipped with a FAS, except when a power or FAS failure requires use of a standard key.
2. Employees shall not allow another person to use their issued access card to enter or exit a building.

D. LOST ACCESS CARDS

1. Employees who lose their issued access card shall immediately notify their supervisor and submit a red border (RM 3), through their chain of command to Public Safety Information Technologies (PSIT) Help Desk, explaining the circumstances.
2. PSIT Help Desk will deactivate the lost card and issue a new access card.
3. Employees finding an apparently lost access card shall turn it over to their immediate supervisor.