Chief Administrative Office POLICY MEMORANDUM	Date of Issue: November 4, 2022 Revised March 12, 2024	Expiration Date: N/A	Policy No. 61
To: All departments and divisions	**Subject:** **Employee Identification and Visitor Access**		
Signature: *Half Hamutth*			
Comments: The main purpose of this revision was to address the issuance and handling of an ID badge, including issuance to boards and commission members.			

PURPOSE

The purpose of this policy is to ensure that LFUCG buildings and facilities are safe and secure and to provide employees and visitors with a safe environment in which to work and visit. This policy provides the employee identification and visitor access responsibilities that employees are expected to observe for the security of LFUCG buildings and facilities.

DEFINITIONS

LFUCG building or facility: any building or facility that LFUCG owns, leases, or otherwise uses to provide a function or service of LFUCG to the public.

Visitor: any person who does not have an LFUCG-issued identification (ID) badge or whose badge is suspended or revoked for any reason.

A. GENERAL RESPONSIBILITIES

1. All employees are required to wear their ID badge in a location on their body that is visible to others at all times within LFUCG buildings and facilities.

2. Employees should not allow any person to enter through an LFUCG building or facility door that is locked and requires security access without verification of their employment status by a city-issued badge. People who do not have an ID badge should be directed to enter the building or facility using the facility's main entrance.

3. Employees should direct all visitors to LFUCG buildings and facilities to check in at the front security desk or front reception area of the LFUCG building or facility, as appropriate. If a visitor is anticipated and the LFUCG building or facility does not have a front security desk or front

reception area, an employee of the division should greet the anticipated visitor at the main entrance to the LFUCG building or facility and escort the visitor within the LFUCG building or facility at all times.

4. All individuals who obtain an LFUCG-issued ID badge are required to follow this policy.

B. IDENTIFICATION AND ACCESS

The Security Office is responsible for maintaining access controls of all ID badges for LFUCG.

1. All requests for an ID badge, including new, lost or modified access, should be submitted to the Security Office using the *LFUCG identification form*. A lost or stolen ID badge should be reported to the Security Office immediately.

2. Individuals serving on an LFUCG Board or Commission may be issued an ID badge with the approval of the Mayor or his/her designee. Any individual who no longer serves on a Board or Commission is required to surrender their ID badge to the Security Office.

3. All LFUCG employees who separate employment or are terminated are required to surrender their ID badge to the appropriate department or supervisor on their last day of employment.

4. In cases where the ID badge is not returned, lost, stolen or otherwise not retained as originally assigned, the Security Office reserves the right to take appropriate measures to protect its assets, including deactivating the ID badge.

C. RESPONSIBILITIES SPECIFIC TO GOVERNMENT CENTER AND PHOENIX BUILDING

The security of the Government Center (including the Switow Building) and Phoenix Building is managed by the Security Office within the Department of Public Safety. Additional responsibilities to maintain safety within these facilities are as follows:

1. Visitors wishing to visit offices in the Government Center and the Phoenix Building are required to be escorted to the destination office by an employee from the destination office. Once the visit is complete, the employee shall escort the visitor to the front security desk to be checked out. It is the responsibility of the employee who escorted the visitor to the destination to ensure the visitor is escorted back to the main security desk.

2. Each division or area of government shall identify a representative(s) to act as the main point of contact for the Security Office to address the needs of visitors. During regular business hours, the Security Office will contact the division or area of government to notify the division or area of a

requested visit. If no one responds, the visitor will not be allowed access and will be asked to return at a later date or time, as appropriate.

3. If a division has a consultant, contractor, or vendor that will be working in the Government Center and the Phoenix Building for more than one day, the division shall advise security by contacting the security supervisor to make them aware of who will be repeatedly entering the building or facility, the duration of their business, and the division's main point of contact for questions about access by the consultant, contractor, or vendor.

4. If a division has scheduled a meeting or can identify a timeframe where it is known that there will be several non-employee visitors to an LFUCG building or facility, the division should advise security by contacting the security supervisor to make them aware of the anticipated non-employee visitors. The security supervisor will determine if and when any temporary adjustments are necessary to accommodate the visitors.

5. Visitors attending open meetings that are held pursuant to the Kentucky Open Meetings Act are not required to be escorted to the meeting destination by an LFUCG employee.

6. Employees who see an unescorted visitor in the Government Center or the Phoenix Building should escort the visitor to the front security desk or contact security. If a proper city-issued badge is not visible, and if an employee has any question about whether an unescorted individual is an employee or a visitor, the employee should escort them to the front security desk or contact security.

A. FORMS*

The *LFUCG identification form* is maintained and updated by the Security Office.

*Forms attached to this policy are current to the latest revision of the policy. The most up-to-date forms can be found on the intranet or in the office responsible for the forms.