

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting A Facility Access)
Policy for the Courthouse, Courthouse) ORDER NO. 4-2025
Annex, and John Gumm Building And)
Civic Center)

WHEREAS, the County has an interest in maintaining the safety and security of its buildings for the benefit of its employees, volunteers, and visitors;

NOW, THEREFORE, it is hereby ordered that the Facility Access Policy for the County Courthouse, Courthouse Annex, and John Gumm Building and Civic Center which is attached hereto as Exhibit "1", is hereby adopted.

DATED this 22ND day of January, 2025.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Approved as to for

By: [Signature]
Office of County Counsel

By: [Signature]
Kellie Jo Smith, Chair

By: Not Present
Casey Garrett, Commissioner

By: [Signature]
Margaret Magruder, Commissioner

FACILITY ACCESS POLICY

1. **Overview** General Services is responsible with overseeing facility access requests for the Courthouse, Courthouse Annex and John Gumm Building and Civic Center. Effective management and monitoring of physical access not only enhance security but also safeguard information and promote employee safety.
2. **Purpose** This policy outlines guidelines for managing, controlling, monitoring, and revoking physical access to the County Courthouse, Courthouse Annex, and John Gumm and Civic Center facilities.
3. **Scope** This policy applies to all staff members employed by Columbia County.
4. **Policy**

A. General

- Access to restricted facilities must be documented and regulated in accordance with the significance of the area's function or purpose.
- Access requests must be initiated by the relevant manager or designee of the area in need of access.
- Electronic access control systems will be utilized to govern access to controlled spaces and facilities.
- The General Services Department is responsible for administering card and/or key access, periodically reviewing access rights, and revoking access as necessary based on changes in employment status or job responsibilities.

B. Management Responsibilities

- The General Services Director or their designate will ensure:
 - Adequate security measures are in place to safeguard secure areas.
 - Procedures are implemented to verify staff members' access using security personnel, identification badges, or electronic key cards.
 - Visitor control protocols are established, including sign-in logs and visitor badge requirements.
 - Periodic reviews of individuals with access to sensitive information are conducted.
 - An updated inventory of critical assets owned by Columbia County is maintained and new purchases should be reported to Finance.
 - Access records and visitor logs are retained for 1 year review based on the sensitivity of the information being protected.

C. Key Access and Card Systems

- Guidelines for key and access card management:
 - Prohibition against sharing or loaning employee access cards/keys.
 - Removal of identifying information from access cards/keys.
 - Lost or stolen cards/keys must be reported to the General Services Department immediately or as soon as practical upon an individual becoming aware of the situation.
 - HR to notify General Services of removal of access rights for individuals undergoing role changes or departing from Columbia County.
 - Periodic review of access records and visitor logs by the General Services Director or their designate to investigate any anomalies.

D. Visitor and Guest Access

- Procedures for identification and authorization of visitors:
 - Requirement for Department heads or their designee to notify General Services for temporary access cards.
 - Issuance and return protocols for visiting Contractors.
 - Cards are issued for daily use only.
 - Cards need to be returned at the end of each day.
 - Contractors need to be escorted to their work location and monitored by a department representative.

E. Confidential Area Access

- Policies and procedures for accessing confidential areas and IT resources:
 - Physical restrictions for areas containing sensitive information.
 - Restricted access to IT areas based on business necessity.
 - Secure storage and access controls for records containing sensitive information.
 - Protection of sensitive IT resources against physical tampering or unauthorized access.
 - Implementation of facility entry controls and monitoring mechanisms.
 - Retention of surveillance data for at least three months, unless mandated otherwise by regulations.

F. Distribution

- Dissemination of the policy to all Columbia County staff.