

## ***Visiting Community Transit Offices***

### **POL-SE-0002 SECURITY & EMERGENCY MANAGEMENT**

#### **Definitions:**

**Access Badge:** The physical proximity/smart card that identifies an employee or Authorized Contractor and also allows them to use the Access Control System.

**Access Control System:** A system of hardware and software that includes badges, card readers, biometric devices, control panels, electronic door strikes, request to exit sensors, and other equipment that controls the access of individuals through doors, gates, and elevators.

**Authorized Contractors:** Refers to contractors with an Access Badge, giving them access to Non-Public Areas for an on-going period of time. On a pre-approval basis by their employee point of contact, authorized contractors are also allowed to receive visitors at Community Transit's Offices for the purpose of conducting transit related business on behalf of the agency.

**Community Transit's Offices:** Refers to the employee occupied buildings and bases that are for the administration and operations of the agency.

**Excluded:** A criminal or civil process where the Security Manager, their designee, or Transit Police identify and prohibit someone from being on Community Transit property. Anyone violating a notification of exclusion may be arrested for the crime of criminal trespass.

**General Public:** Any guest who comes to Community Transit and does not need access to Non-Public Areas. This could be for meetings or events that are open to the public. Guests in this category do not need a Visitor Badge.

**Non-Public Areas:** Areas located at Community Transit's Offices that are not open to the General Public. These areas may be temporarily authorized as open to the General Public for pre-authorized events and meetings with a specific time period and within a defined area.

**Public Areas:** The areas located at Community Transit's Offices that are open to the General Public during normal business hours. After hours, these portions of the office are considered closed to the General Public. Some events and meetings open to the General Public may occasionally be scheduled outside of normal business hours. These meetings and events will be clearly designated as open to the public with specific start and end times.

**Visitor:** Any guest, other than an employee, Authorized Contractors or the General Public, that comes to Community Transit that may need access to Non-Public Areas of the agency. Guests in this category are required to wear a Visitor Badge and must have an employee point of contact.

**Visitor Badge:** A badge intended for one-day use that identifies someone as a visitor at Community Transit's Offices. Badges in this class will not work on components of the Access Control System.

This policy applies to all employees, authorized contractors, guests, visitors and the general public who come to Community Transit's offices.

**Regulatory and Legal Authorities:**

1. Washington Office of Secretary of State - Local Government Common Records Retention Schedule (CORE) Version 4.0 (May 2017)
  - a. GS50-06B-05 Rev. 1 – Inventory Keys/ Key Cards / Badges
  - b. GS50-06B-20 Rev. 1 – Security Monitoring – Employee and Public Access
2. RCW 9a.52 – Burglary and Trespass

**Section 1: General Public Attending Meetings and Events**

**1.1 General Public Access to Public Areas of Community Transit's Offices**

The general public is welcome at Community Transit's offices for the purposes of conducting transit related business, attending public meetings and events that are open to the public. The general public are only permitted in the public areas of Community Transit.

**1.2 General Public Does Not Have Access to Non-Public Areas of Community Transit's Offices**

The general public is restricted from access to the non-public areas of Community Transit's offices. Any member of the general public who requires access to non-public areas needs a Community Transit employee or authorized contractor point of contact and must obtain a visitor badge.

**1.3 General Public May Be Escorted From the Premises or Excluded**

While visiting Community Transit's office, members of the general public are expected to follow Community Transit's rules and posted signs. Failure to do so could result in a request to leave and/or escorted off the premises by Community Transit's Security Manager or Designee. In some cases, depending on the severity of the situation and concerns for safety and security, persons could be excluded from Community Transit property and subject to criminal trespass for violations of a notice of exclusion.

**Section 2: Visitors Needing Access to Non-Public Areas of Community Transit**

**2.1 Visitors Must Identify Themselves and Their Employee or Authorized Contractor Point of Contact Upon Arrival at Community Transit's Offices**

When arriving at the designated reception or receiving area at any of Community Transit's offices, visitors must identify who they are and who the employee or authorized contractor point of contact is they are there to see.

## **2.2 Visitors Must Sign In and Sign Out**

Upon arrival, visitors must sign the visitor log at the designated reception or receiving area.

Visitors must make an attempt to sign out at the same location they signed in when their visit is complete. In cases where the visit ends at a different location, the employee representative or authorized contractor may sign out for them on their behalf.

## **2.3 Visitors Must Wear Their Badges at all Times**

Visitors will receive and must prominently wear their visitor badge at all times during their visit at any of Community Transit's offices. If challenged by an employee or authorized contractor, they must immediately produce the visitor badge to the requestor.

## **2.4 Visitors Badges Must be Turned In at the End of Their Visit**

Visitor badges must be returned to the location of issue upon completion of the visit.

## **2.5 Visitors Must Follow all Community Transit's Rules During Their Visit**

Visitors are expected to follow all Community Transit rules and posted signs during their visit.

## **2.6 Visitors Must Report Lost or Stolen Badges**

Visitors must immediately report to their employee or authorized contractor point of contact if their visitor badge becomes lost or stolen.

## **2.7 Visitors May Be Escorted From the Premises or Excluded**

While visiting Community Transit's office, visitors are expected to follow Community Transit's rules and posted signs. Failure to do so could result in a request to leave and/or escorted off the premises by Community Transit's Security Manager or Designee. In some cases, depending on the severity of the situation and concerns for safety and security, persons could be excluded from Community Transit property and subject to criminal trespass for violations of a notice of exclusion.

## **Section 3: Employees or Authorized Contractors with Visitors at Community Transit's Offices**

### **3.1 Employees or Authorized Contractors Are Responsible for Their Visitors**

Employees or authorized contractors are responsible for their visitors and must make sure they follow this policy, Community Transit's rules and posted signs.

Upon leaving, employees or authorized contractors must make certain that their visitors sign out and ensure that their badge is returned back to where it was issued. In cases where the visit ends at a different location, the employee representative or authorized contractor may sign out for them on their behalf.

**3.2 Employees or Authorized Contractors Must Report a Lost or Stolen Visitor Badge**

Employees or authorized contractors must immediately report if their visitor's badge becomes lost or stolen to the employee located at the location it was originally issued.

**Section 4: Delivery and Pick Up Service Providers Performing Work**

**4.1 Delivery and Pick Up Service Providers Do Not Need Badges**

Delivery and pick up service providers that have been pre-approved to enter onto the property housing Community Transit's offices for the purpose of providing pick up or delivery services which do not require extended access to non-public areas, do not require a visitor badge.

*Some examples of this type of provider could be: United Postal Service, United States Postal Service, FedEx, garbage and recycling service, and tow truck companies.*

**4.2 Delivery and Pick Up Service Providers Must Follow Posted Signs and Markings**

Delivery and pick up service providers are expected to follow all Community Transit posted signs and bus yard /parking lot markings during their visit to Community Transit's offices.

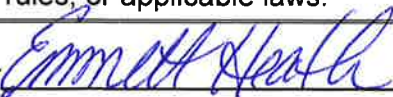
**4.3 Delivery and Pick Up Service Providers May Be Escorted From the Premises or Excluded**

Failure to follow Community Transit's posted signs and markings could result in a request to leave and/or escorted off the premises by Community Transit's Security Manager or Designee. In some cases, depending on the severity of the situation and concerns for safety and security, providers could be excluded from Community Transit property and subject to criminal trespass for violations of a notice of exclusion.

**Section 5: The Security Manager Administers and Enforces this Policy, to Include:**

- Community Transit's Security Manager or Designee develops agency-wide procedures and tasks for the implementation of this policy.
- Community Transit's Security Manager or Designee acts as an authorized agent of Community Transit for the purpose of notifying a visitor, member of the general public, or pick up/delivery service provider, to vacate Community Transit's offices or be subject to exclusion and/or criminal trespass for violations of this policy, other company policies or rules, or applicable laws.

Approved by:



Written by: Don Burr, Security Manager

Jacob Peltier, Security Specialist

Cancels or supersedes:

166-POL-002 Issuing Visitor Badges - June 5, 2003

Last reviewed:

[For Use By Policy Committee Team Only]

See also: