

# SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## POLICIES & PROCEDURES MANUAL

POLICY 43.020 - Access to Department Facilities and/or Properties

Date: July 2021  
Revision No.: 3  
Supersedes: August 27, 2019  
First Adopted: October 13, 1992

---

### **POLICY:**

The safety and security of the Department's facilities, properties, and assets are the shared responsibility of all Department employees. To meet this obligation, the Department has established access control provisions. These provisions are as follows:

- All Department facilities access points shall be secured, except those facilities where public access is allowed during normal business hours.
- All keys, remotes, access identification cards, badges, and any other access control devices are the property of the Water Department. These control devices are the responsibility of the authorized employee assigned these devices until termination of employment.
- Authorized holders of access control devices shall not lend their control device to unauthorized individuals, including other employees that may have misplaced or lost their access control device.
- Employees who misplace, damage, or have access control devices stolen shall report the issue immediately to their supervisor(s).
- Employees shall not provide workplace visitors access to Department facilities or properties without obtaining permission from their supervisor(s) beforehand. "Workplace visitors" may refer to employees' friends and family, contractors, external vendors, stakeholders, and the public.
- Tours and any large group visits shall be approved by the General Manager, Deputy General Manager, or Water Department Director(s). No visitors or groups shall tour any Water Department facility or property without a Water Department

employee escort.

- Any visitor to the Water Reclamation Plant, the Regional Tertiary Treatment Rapid Infiltration and Extraction Facility (RIX), Water Utility Yard, Fleet Garage, and/or Purchasing Warehouse shall wear proper personal protective equipment (For example: protective footwear, safety glasses, hard hats, and hearing protection).
- All Water Department facilities and properties are closed to employees not on assigned duty or those employees who do not have permission from the General Manager, Deputy General Manager, Director(s), or supervisor to be on site. Employees found within Department facilities or on Department property outside of their regular working hours without management permission, may be subject to discipline.

### **Policy Review**

Established:	<u>10/13/1992</u>
No changes:	<u>7/2018</u>
Revision Board Approved:	<u>8/27/2019</u>
No changes:	<u>7/2020</u>
Minor changes GM Approved:	<u>7/2021</u>