



Elizabeth Comfort  
Finance Director

**Department of Finance**

Public Services Building  
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

October 6, 2021

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of the Clackamas County Signage on County Property Policy

<b>Purpose/Outcomes</b>	Approval to establish a county signage on county property policy.
<b>Dollar Amount and Fiscal Impact</b>	No financial impact.
<b>Funding Source</b>	No additional funding is required.
<b>Duration</b>	Until updated for a future policy revision.
<b>Previous Board Action</b>	Not previously discussed with the Board.
<b>County Counsel Review</b>	Reviewed and approved by Policy Committee.
<b>Strategic Plan Alignment</b>	Supports the building of strong infrastructure and public trust through good government and safe and secure facilities.
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: This is a Facilities policy update and does not require Procurement review
<b>Contact Person</b>	Jeff Jorgensen, Director, Facilities Management, 971.221.8033

**BACKGROUND:**

This policy authorizes Facilities Management (FM) to administer, coordinate and ensure compliance and consistency in the exterior appearances of all county owned and leased property, including fleet, facilities, and other County issued property that may be visible to the public.

FM will continuously work with County Administration and departments to ensure the enforcement that no exterior displays of personal or group signs, symbols, and graphics are allowed on County owned, leased property, including fleet, facilities, and other county issued property that may be visible to the public.

When exterior signage questions arise, FM will work with the respective department director, managers and supervisors.

**RECOMMENDATION:**

Staff recommends the Board approves and authorizes the Chair of the Board to execute this policy.

Respectfully submitted,

Elizabeth Comfort  
Director, Finance



<input checked="" type="checkbox"/>	Administrative Policy
<input type="checkbox"/>	Operational Policy

### Clackamas County Policy

Name of Policy	Signage on County Property	Policy #	FM-2.101
Policy Owner Name	Jeff Jorgensen	Effective Date	
Policy Owner Position	Facilities Manager	Approved Date	

#### I. PURPOSE

The purpose of this policy is to maintain consistency in the exterior appearances of all county owned and leased property, including fleet, facilities, and other County issued property that may be visible to the public.

This policy is applied to all County employees, elected officials, interns, volunteers, and contractors.

#### II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate policies for the management and operation of Clackamas County Government.

#### III. GENERAL POLICY

Clackamas County prohibits the attachment to, or display of, personal or group signs, symbols, and graphics visible to the public on the exterior of county owned and leased property.

#### IV. DEFINITIONS

**Display** means any material that is in the form of a sign, symbol, graphic, publication, statement or message visible to the public from the exterior of county owned or leased property.

**County Property** means any owned or leased property including buildings, equipment, uniforms, and vehicles.

#### V. POLICY GUIDELINES

- Exterior displays of personal or group signs, symbols, and graphics are not allowed on county owned and leased property, including fleet, facilities, and other county issued property that may be visible to the public.
- Interior office, cubical and field workspace displays are allowed.
- Facilities Management is authorized to display signs on exterior facing windows and walls.
- Facilities Management must approve construction signage on County property.

**VI. PROCESS AND PROCEDURES**

Departments are responsible for ensuring that all individuals subject to this policy comply with this policy.

Questions related to the application or administration of this policy should be directed to the employee's supervisor, or Department Director, as appropriate.

**VII. ACCESS TO POLICY**

This policy will be shared with all covered persons via their work email, posted on the County's intranet site and in PowerDMS, and disseminated by supervisors and managers within their offices.

**VIII. ADDENDA**

None

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October 6, 2021

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of the Clackamas County Identification and Access Badge Issuance Policy

<b>Purpose/Outcomes</b>	Approval to establish the identification and access badge policy that establishes and communicates the County's policy for the issuance, manufacture and wearing of identification and access badges for all County employees, contractors and volunteers.
<b>Dollar Amount and Fiscal Impact</b>	No financial impact. The existing Facilities Management allocated budget and CCOM and CCSO budgets include all requirements listed within this new policy.
<b>Funding Source</b>	No additional funding is required. The current Facilities Management allocated costs covered by 744-15-1505-150503-44100 plus CCOM and CCSO budgets contain their respective ID/access badge funding requirements.
<b>Duration</b>	Until updated for a future policy revision.
<b>Previous Board Action/Review</b>	EPP 54, Identification Badge Policy was originally issued July 1, 2004 and revised December 1, 2005. This new policy replaces EEP 54.
<b>County Counsel Review</b>	Reviewed and approved by Policy Committee.
<b>Strategic Plan Alignment</b>	Supports the building of strong infrastructure and public trust through good government and safe and secure facilities.
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: This is a Facilities policy update and does not require Procurement review
<b>Contact Person</b>	Jeff Jorgensen, Director, Facilities Management, 971.221.8033

**BACKGROUND:**

This policy replaces Employee Policy and Practice (EPP) 54 which was originally issued July 1, 2004 and was revised December 1, 2005. Since then, Facilities Management was assigned the duties, responsibilities and lead role of taking overall responsibility for the identification and access program in the County and working with CCOM, the Courthouse and the Sheriff's Office to maintain their sub-programs. The new Identification (ID) and Access Badge Policy updates security requirements and mandates that all County employees, contractors, and volunteers display and use their ID/Access Badge. This policy also discusses security and access control concerns, lost or stolen badges, and replacement, surrendering and use of temporary ID/access badges.

**RECOMMENDATION:**

Staff recommends the Board approves and authorizes the Chair of the Board to execute this policy.

Respectfully submitted,

Elizabeth Comfort  
Director, Finance



<input checked="" type="checkbox"/>	Administrative Policy
<input type="checkbox"/>	Operational Policy

## Clackamas County Policy

Name of Policy	Identification & Access Badge Issuance	Policy #	FM-2.102
Policy Owner Name	Jeff Jorgensen	Effective Date	3/08
		Revised Date	7/21
Policy Owner Position	Facilities Management Director	Approved Date	
Approved By	Gary Schmidt	Review Date	

### I. PURPOSE AND SCOPE

To communicate the policy and standards for using County-issued identification (ID)/Access Badges.

This policy applies to all County employees, contractors, and volunteers who are conducting business with/for the County or conducting County business in the community.

### II. AUTHORITY

County Code 2.09.060 authorizes the County Administrator to draft administrative rules and implement operational policies.

### III. GENERAL POLICY

All employees, contractors and volunteers will display the appropriate photo ID/Access Badge at all times while in any County facility.

### IV. DEFINITIONS

All Building Access - County employees authorized to enter and perform work in various County facilities during and/or outside of normal working hours.

Secure Facilities - County facilities requiring a higher level of access control and security for the safety and protection of building tenants, visitors, contractors and the general public which includes the Courthouse Complex, Jail, various Sheriff's Office facilities, Justice Court, Central Communications (C-COM), Facilities Management (FM), Disaster Management (DM), Technology Services (TS) and Juvenile.

## **V. POLICY GUIDELINES**

Facilities Management administers the ID/Access Badge policy. Only ID/Access Badges provided by Facilities Management or approved departments are authorized for use in meeting policy requirements. Other departments approved to issue badges are:

- Clackamas County Sheriff's Office Facilities and the County Courthouse
- C-COM

### **County Employees**

#### **ID Badges and Badgeholders for County Employees**

- ID/Access Badge will include a photo of the employee; the employee's name or position; the department or division in which the employee works; and the assigned color for the building in which their office is located
- ID/Access Badges must be clearly visible with nothing covering the badge i.e. stickers, tape, other defacing of the badge, etc.
- ID /Access Badges shall be prominently worn using a break-away lanyard a clip-on badge reel, or clip-on badge holder. Safety concerns shall be considered when selecting what type of badge holder to use, i.e. working around rotating machinery, electrical equipment, etc.
- Non-breakaway lanyards are not allowed.

#### **Use by Others**

Employees shall not allow anyone else to use their ID/Access Badge for any reason.

#### **Badges outside employee's worksite:**

Employees should wear their ID/Access Badge when hosting or appearing at County functions or community events on County business.

When going to another County department or County building other than their main work location, employees shall check in with the reception desk at that building or department.

#### **Safety Concerns**

Employees who have safety and/or privacy concerns may choose to use their firstname; their first name and the first letter of their last name; or in departments where additional confidentiality concerns exist, an Elected Official or Department Director can approve to have no name, or "job title only" on the badge.

Employees should not allow other people to enter secured entrances (piggy backing) without a visible authorized County ID/Access Badge. (Note: Doors are typically unlocked for public meetings.)

## **New Employees**

Departments with a new employee shall request an ID/Access Badge from Facilities Management with the submission of a Facilities Management Service Request. The department manager or designee is responsible for identifying and listing the authorized access level(s) for each new employee on the Facilities Management Service Request and for signing the Employee ID/Access Badge Request Form.

## **Temporary Badges**

Each department building will be given a limited number of Temporary ID/Access Badges that could have limited access capability. The Temporary ID/Access Badge will be used by new employees who have not yet received their permanent ID/Access Badge. Each department shall use the Badge Check-Out Log to maintain control of their badges. All temporary badge logs will be audited by departments daily and annually by Facilities Management and must be kept and maintained for a minimum of three (3) years.

Departments shall request temporary badges from Facilities for short term contractors who will be on site for less than one work week.

## **Surrendering Badges**

Employees shall surrender ID/Access Badge to their supervisor upon termination of employment, or when requested. Supervisors shall return the badge to Facilities.

## **Lost ID Badge**

A lost ID/Access Badge shall be immediately reported to the employee's supervisor and Facilities Management.

## **Replacement Fee**

Departments will be charged a replacement fee for ID/Access Badge requiring replacement due to loss, damage, transferring an employees to a new department, name changes, etc.

## **Contracted Employees**

All contracted employees doing work at a County building will be issued a Contractor ID/ Access Badge (or a Contractor Photo ID/Access Badge) stating what their purpose is - i.e. Janitorial, Construction, etc.

A contractor badge does not normally have door access capability, but if required, door access capabilities can be granted to contractor badges. The contractor badge will state if the contractor needs an escort (red) or no escort (green). Any contractor requiring an escort (red badge) through the non public / secured area must be accompanied by a County employee.

Any contractor doing work in a County building(s) for longer than three (3) months and interacting with County employees on a regular basis may be issued a Contractor Photo ID/Access Badge with an expiration date.

Badge Check-Out Log must be maintained and filled out correctly with a copy of the contractor's state issued driver license or identification card attached. Any contractor badges issued by a department without a picture shall be audited by departments daily and annually by Facilities Management and must be kept and maintained for a minimum of three (3) years.

All Contractor Photo ID/Access Badges must be returned to the appropriate issuing department when the contracted work is completed and returned to Facilities Management.

### **Volunteers**

All volunteers working in County buildings will be given a Volunteer ID/Access Badge or a Volunteer Photo ID/Access Badge clearly stating Volunteer's work.

A volunteer badge does not have door access capability. If required, door access capabilities can be granted to volunteer badges. The volunteer badge will state if the volunteer needs an escort (red) or no escort (green) required. Any volunteer needing an escort (red badge) through the non public / secured area must be accompanied by a County employee.

Any volunteer doing work in a County building(s) for longer than three (3) months and interacting with County employees on a regular basis may be issued a Volunteer Photo ID/Access Badge.

The Badge Check-Out Log must be filled out correctly and a copy of the volunteer's state issued driver license or identification card shall be attached. All volunteer badge logs will be audited by departments daily and annually by Facilities Management and must be kept and maintained for a minimum of three (3) years.

All Volunteer ID/Access Badges and Volunteer Photo ID / Access Badges must be returned to the appropriate issuing department when the work is completed and returned to Facilities Management.

### **Other Types of Passes**

#### **All Building Access Pass**

Individuals authorized to have an All Building Access ID / Access Badge must check in with the reception desk prior to going into the department or building.

All Building Access is authorized for those employees who in the course of normal duties of their position conduct business in numerous County buildings during and/or outside



normal working hours - i.e. Facilities Management, Technology Services, Mail Couriers, Clackamas County Commissioners, etc. The programming of All Building Access ID/Access Badge does not mean that all doors are accessible. Door access is based on the job requirement to gain access to a particular facility or areas of a facility.

### **Secure Area Access Cards**

Certain County facilities (Courthouse Complex, EOC, Jail, and Sheriff Facilities) require special security standards, and as a result most County ID/Access Badges will not allow access in to these facilities without following the security protocols in place for any person entering the building. These locations are designated as Secure Areas.

Employees with special work requirements for access to secure areas may obtain permission, after a criminal background check, etc., to bypass certain security measures.

Those employees working in these Secure Facilities have their own ID/Access Badges that are under the control of those administrators.

Inquiries in regards to access to a Secured Facilities shall be made to Facilities Management.

### **VI. PROCESS AND PROCEDURES**

Detailed procedures and instructions to acquire badges are located on the County's Intranet

### **VII. ACCESS TO POLICY**

This policy will be on the Intranet and in PowerDMS

### **VIII. ADDENDA**

Facilities Management Service Request  
Identification/Access Badge Check-out Log

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