

Section Health & Safety	Subject Security Operations	Title Identification Access Badges
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Access Control Security Operations shall manage access within physical security perimeters through maintenance of electronic badge control or clearance through security checkpoints. Access shall be based on proper authorization from the asset owner or designee responsible for the facility to be accessed. Access to critical cyber assets shall be in accordance with MP 08.01.01.102.

Badge Requirements Security Operations shall issue basic permanent photo identification access badges to all employees. Supervisors shall process badge requests for contractors and service vendors through HR Express.

Authorization and Issuance Security Operations shall ensure that SMUD meets all access requirements for the level of security access requested prior to providing permanent identification access badges to employees, contractors or service vendors.

Visibility of Badges Persons issued permanent or temporary identification access badges shall visibly display their identification badge at all times while at a SMUD facility. Security personnel shall request identification from persons without visible identification.

All badges shall be returned immediately to Security Operations upon termination of service for employees or completion of assignments for contractors, vendors and students.

Use of Badges Employees should individually badge into card readers to access SMUD facilities. Employees should not allow unknown persons to follow them into SMUD facilities.

Visitor Badge Visitors to SMUD non-public areas or for non-public events shall present a valid government issued photo identification to obtain a visitor badge. An employee shall escort authorized visitors beyond any publicly accessible area. All visitor badges are for a single day use and should be returned to a security kiosk.

Temporary Badges Employees who do not have their permanent badge must obtain a temporary employee badge from a security kiosk. They must present government issued photo identification and their employee number to obtain a temporary badge. All temporary employee badges are for a single day use and are to be returned to a security kiosk.

Security Operations shall notify the employee's supervisor when a

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temporary badge has been issued. Temporary employee badges shall only provide basic building access. Employees with temporary badges shall contact their supervisor in order to access other areas. Temporary badges shall not provide access to critical cyber assets, server rooms, telecommunication rooms, or other restricted security areas.

Lost or Stolen Badges Employees, contractors and/or vendors shall report a lost or stolen badge to Security Operations and their supervisor or manager immediately. Employees can obtain a replacement badge with the approval of their supervisor or manager.

Related References

Administrative Policies
AP 05.03.02 – Background Investigations
AP 06.03.01 – Physical Security

Management Procedures
MP 05.03.02.100 – Background Investigations
MP 08.01.01.100 – CIP Cyber Security
MP 08.01.01.102 – Access to Critical Cyber Assets