

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Building Access Control for Norbert Hill Center</p>	<p>ORIGINATION DATE: <i>June 18, 2018</i> REVISED DATE: <i>November 20, 2018</i> EFFECTIVE DATE: <i>After last signature</i></p>
<p>AUTHORS: Laura Laitinen-Warren, Jessica Wallenfang, Danelle Wilson</p>	<p>APPROVED BY: <i>Business Committee Chairman</i> <i>Tobias Hill</i></p>	<p>DATE: <i>12-12-2018</i></p>
<p>DEPARTMENT: <i>Business Committee</i></p>	<p>APPROVED BY: <i>NHC Maintenance Supervisor</i> <i>John Chmura</i></p>	<p>DATE: <i>12-18-18</i></p>
<p>EEO Reference Number: 3264</p>	<p>APPROVED BY: <i>High School Principal</i> <i>Antoine</i></p>	<p>DATE: <i>12-12-2018</i></p>
	<p>REVIEWED BY: <i>EEO Director</i> <i>[Signature]</i></p>	<p>DATE: <i>12/20/18</i></p>
	<p>APPROVED BY: <i>HRD Manager</i> <i>Heraldine R. Daugherty</i></p>	<p>DATE: <i>12/20/18</i></p>
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1 PURPOSE

To maximize the personal safety of students, employees, and visitors to the Norbert Hill Center and to protect the Nation's assets, including equipment and information housed at this location.

2 DEFINITIONS

- 2.1 Access Card: A plastic wallet-sized card that provides access to specified areas of NHC Building by electronic means.
- 2.2 Access Control: Control of an entry/exit to an area. A service feature or technique used to permit or deny entry for individuals or groups to the NHC Building.
- 2.3 Building Manager or Building Liaison: For purposes of this policy, the Building Liaison is the term used to describe an employee appointed by the Oneida Business Committee to be responsible for the adherence and implementation of this policy. This role may have a variety of job titles.
- 2.4 Direct Reports: Positions defined within Resolution 10-22-14-A, Setting Supervision and Management of Direct Reports to the Oneida Business Committee.
- 2.5 Escort: NHC Building employee who will walk with the visitor to their designated location and return them to the reception area at the end of their visit.
- 2.6 Exterior Doors: A door that opens to the outside of the NHC Building.

- 2.7 Interior Doors: A door that is between a variety of internal areas including offices, stairwells, vestibules, etc.
- 2.8 Main Office: NHC Building Main Reception Area
- 2.9 NHC: Norbert Hill Center
- 2.10 NHC Visitor Log: A document maintained at the NHC Building Main Reception Area that requires direct reports and visitors to list the date, first and last name, time, and reason for visit.
- 2.11 OBC: Oneida Business Committee
- 2.12 Visitor: An individual who does not work or attend school at the NHC Building. This includes parents, community members, and employees who are not stationed at the NHC Building, who do not have an access card, and who are not direct reports to the Business Committee.
- 2.13 Visitor Pass: A pass that must be visible on the visitor that indicates they checked in with the NHC Building Main office.

3 WORK STANDARDS

- 3.1 The safety and security of the NHC's physical space and assets are a shared responsibility of all employees and Government officials.
- 3.2 All visitors and direct reports are required to check in with reception at the NHC Main Office upon entering and before leaving the building.
- 3.3 All visitors and direct reports must enter their information on the NHC's Visitor Log including date, first and last name, time, and destination.
- 3.4 The receptionist or designee will ensure the information on the NHC's Visitor Log is complete prior to calling for an escort or opening the secured internal door.
- 3.5 Direct reports are not required to have an escort to their destination within NHC but are required to have their employee badge or a Visitor's Badge visible.
- 3.6 All visitors are required to have a Visitor Badge visible within the NHC outside of the reception area.
- 3.7 Bracing open doors equipped with access control devices is prohibited.
- 3.8 Individuals hosting meetings or events at the NHC, where Visitors and/or Direct Reports may attend, must notify the NHC Main Office and Building Liaison or Maintenance Supervisor in advance and have an approved building usage form on file with the Maintenance Supervisor.
- 3.9 Employee and vendors with NHC access cards may enter the building outside of the main entrance and are not required to check in with the receptionist.
- 3.10 All visitors to the cannery must be escorted by a cannery employee.
- 3.11 All meetings/events hosted within the NHC after hours must have an escort assigned to the NHC's Main Office to escort visitors to location.
- 3.12 NHC employees will be responsible to escort visitors to designated area when emergency action plans are activated.

- 3.13 The Oneida Police Department will be called for individuals who refuse to sign-in and/or refuse to leave the premises, who are banned, or have restricted access from the NHC per OBC SOP: Banned or Restricted Access to the NHC.
- 3.14 Employees and Direct Reports who fail to follow this SOP may be subject to disciplinary action in accordance with Oneida Personnel Policies and Procedures.

4 PROCEDURES

Receptionist or Designee

- 4.1 Shall be responsible for maintaining the NHC's Visitor Log daily and keep on file for one year.
- 4.2 Will acknowledge every visitor and direct report upon arrival at the NHC.
- 4.3 Inform visitor/direct report they are required to sign-in on the NHC's Visitor Log.
 - 4.3.1 Ensure visitor/direct report has included the following on the Visitor's Log:
 - 4.3.1.1 Date
 - 4.3.1.2 First and Last name
 - 4.3.1.3 Time in
 - 4.3.1.4 Destination
- 4.4 Issue all visitors a NHC Visitor Badge. If the direct report does not have their employee badge, issue them a visitor badge
- 4.5 For visitors, contact the appropriate individual informing them their visitor is waiting for an escort. Do not unlock door for visitor until their escort has arrived.
- 4.6 For Direct Reports, unlock internal door for the direct report to proceed to their destination.
- 4.7 Shall ensure all visitors stop in the NHC's main office, and sign-out on the Visitor Log and return the Visitor's Badge, prior to leaving the NHC.

5 REFERENCES

OBC SOP: Banned or Restricted Access to the Norbert Hill Center

6 FORMS

NHC Building Visitor Log