
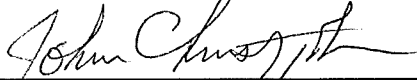
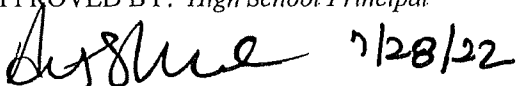
 <b>ONEIDA</b> ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Building Access Control for Norbert Hill Center	ORIGINATION DATE: <i>June 18, 2018</i> REVISED DATE: <i>November 20, 2018</i> <i>June 8, 2022</i> EFFECTIVE DATE: <i>After last signature</i>
AUTHOR: Laitinen-Warren, Wallenfang, and Wilson <i>6/8/22 Revisions: Liggins</i>	APPROVED BY: <i>Business Committee</i>  <small>DN: cn=Lisa Liggins, o=Oneida Nation,          ou, email=lliggins@oneldanation.org,          c=US          Date: 2022.07.29 12:06:11 -05'00'</small>	DATE:
DEPARTMENT: Business Committee	APPROVED BY: <i>NHC Maintenance Supervisor</i> 	DATE: <i>8-2-22</i>
EEO Reference Number: 3264          PAGE NO: 1 of 3	APPROVED BY: <i>High School Principal</i>  <i>7/28/22</i>	DATE:
	REVIEWED BY: <i>EEO Director</i>  Matthew J. Denny Sr. <small>Digitally signed by Matthew J. Denny Sr.          Date: 2022.07.14 08:13:55 -05'00'</small>	DATE:
	APPROVED BY: <i>Executive HR Director</i> Todd VanDen Heuvel <small>Date: 2022.07.15          09:40:56 -05'00'</small>	DATE:

**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 the 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 Liaison: The 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: Direct Reports to the Oneida Business Committee as defined by resolution.
- 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,