



Title: County Facility Security and Access
Effective Date: March 17, 2026
Amended:
Issuing Authority: Board of Commissioners
Responsible Officer: County Administrator/CAO

Category: 100
Number: 116

Purpose

This policy ensures that all County of Saginaw (County) facilities are safe by establishing standards for authorized access.

Responsibility

The County Administrator and/or designee shall be responsible for implementation and communication of this policy. The County Administrator will communicate with elected officials, department heads, employees, and the public, the policy for accessing all County facilities.

Scope

This policy applies to all court elected officials, appointed elected officials, department heads, employees, the public, contracted individuals or entities, and third-party vendors.

Policy

Access to Facilities

- Employee access shall be limited to the facilities and areas necessary to effectively complete the duties of their job.
- When a new position is created, the Human Resources Director, with input from the respective elected official or department head, shall determine the scope of access required for the position. Employees shall be informed regarding the scope of access.
- Areas containing sensitive IT infrastructure such as server rooms and IT closets shall have access restricted to only those employees with job requirements necessitating access.

General Access Control System Management

- Only Maintenance or County of Saginaw Information Technology (COSIT) staff may install, alter, or remove access control system hardware in or on County facilities and grounds, excluding the Sheriff Office facilities, which shall be managed by the Sheriff.
- The maintenance department shall be responsible for the distribution, maintenance and repair of the County lock system, including the issuing of keys and building access fobs, excluding the Sheriff Office facilities, which shall be managed by the Sheriff.
- The administration office shall be responsible for keycard control, record keeping and lock change authorization.
- All keys, fobs and access ID badge cards shall remain the property of the County and the holding privilege may be terminated, altered, or withdrawn at any time.

Issuance of Keys, and Access ID Badge Cards

- All County employee access ID badge cards will be issued by authorized administration office personnel.
- If keys are issued a Key Form shall be signed by the employee and the key issued by authorized maintenance personnel.
- Keys shall be issued upon approved request. The issuance, control and recovery shall be the responsibility of the authorized elected official or department head.
 - Authorized elected official, judge or department head shall fill out and submit the appropriate form to administration personnel for approval.

- Individual door keys will be issued whenever possible in lieu of sub-master, master or grand master keys.
- The issuance of keys and access ID badge cards will be prioritized based on security and issued only after a real need has been demonstrated and not for the sake of convenience or status.
- Contracted vendors needing access to County facilities may be issued keys and/or access ID badge cards when necessary. Background checks, as needed, will be performed prior to the issuance of keys and access ID badge cards. The maintenance department shall be solely responsible for the issuance and retrieval of keys and access ID badge cards for contracted vendors and will notify the County Administrator when access is granted and terminated.

Requests for Access Control System Changes

- Requests for changes to a specific employee's access must be requested by an elected official or department head by submitting the appropriate form to the administration office.
- Requests for hardware modifications or access additions shall be made by an elected official or department head to the administration office.

Employee Responsibilities

- All employees are responsible for taking reasonable actions to maintain the security of all County facilities. All employees shall notify Sheriff Deputies of any security related concerns.
- For emergency services contact 911.
- Employees who lose access ID badge cards, or keys shall promptly notify the administration office so card access can be deactivated, and other actions can be taken as needed.
- Replacements cards for lost, stolen or damaged access ID badge cards shall be replaced at a cost to the employee of \$20.00 for the first instance and \$50.00 for each subsequent instance.
- Replacement cards for a legal name change or position/title change will incur no charge.
- Replacement keys shall be replaced at a cost to the employee of up to \$2,000.00.
- Employees shall not loan keys or access ID badge cards to anyone, including other employees. Any unauthorized use of keys and access ID badge cards or violation of this policy may result in employee disciplinary action, up to and including termination.
- All employees shall visibly display their County Access ID badge when working on-site at any County facility.
 - Sheriff's Office employees shall be easily identifiable by wearing a Sheriff Deputy uniform, displaying a Sheriff badge, or displaying a County access ID Badge.
- Contractors or vendors working in County facilities shall always have a Contractor/vendor ID badge visible when working in all County of Saginaw facilities.

Sensitive Area Access

- Access control systems and procedures shall be used to limit access to all areas containing sensitive and/or confidential information.
- Departments with access to sensitive and/or confidential information shall be responsible for implementing necessary policies and procedures needed to comply with all applicable local, state, and federal requirements.

Access Deletion

- Damaged keys or access ID badge cards must be presented at the time of requesting a replacement and immediately surrendered.
- It shall be the responsibility of each elected official or department head to immediately notify the administration office of an employee's suspension or termination. The terminated employee's access ID badge card shall be promptly deactivated. Keys shall be secured by the elected official or department head and returned to the administration office.

Courthouse After Hours Meetings

County facility doors will automatically lock at close of business. Employees, or members of the public who have been authorized to use any facility for after-hours meetings in accordance with the Building Use Policy, must be supervised by department personnel.

Inventory/Audit

- An annual inventory of issued keys will be conducted by the maintenance department. Once a year, all elected officials and department heads will be provided with a list of employees and their assigned keys and access ID badge cards to certify the accuracy and continued relevancy of the list. Maintenance and the administration office shall be informed of any changes or discrepancies for inventory adjustment.

Prohibition of Weapons

- No County employee shall possess a weapon while accessing a County facility except for employees who are required to carry weapons to perform their job duties and those with prior written approval of the Chief Judge.
- Except as otherwise provided in this policy, weapons are prohibited in the County of Saginaw Administrative Services Building, Courthouse and County of Saginaw Juvenile Court facility. In accordance with the Michigan Supreme Court Administrative Order 2001-1 and County of Saginaw Trial Court's Local Administrative Order's 2023-06J and 2023-08J, Weapons are not permitted in any County of Saginaw courtroom, office, or other space used for official court business or by judicial employees. No weapons are allowed in the courthouse. This prohibition does not apply to the following:
 - Court security personnel in the performance of their official duties.
 - Uniformed or otherwise properly identified local, state, and federal law enforcement officers having statutory powers of arrest.
 - Judges.
 - Parole/probation officers.
 - Prosecutor and Assistant Prosecutors who are authorized by the Prosecutor or who have authority to carry under their statutory employment.
 - Uniformed corrections officers in the performance of their duties.
 - Sworn special deputies or other law enforcement reserves in uniform who need to be armed to perform official duties.
- Off duty law enforcement officials attending personal court-related business may not possess weapons in courtrooms or court offices.
- The Sheriff shall develop the necessary screening procedures to ensure that the requirements of this policy and the Court's Local Administrative Orders are effectively enforced. The Courthouse Sheriff Deputies shall implement these screening procedures.

Administrator/CAO Legal Counsel Review

The Administrator/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Administrator/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel