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Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Bert Whiting	Reviewing Unit:	Facilities
Title:	Security Badge Access to the OMES Data Center SOP		
Description:	This document is the operating standard for security badge access to the OMES Data Center.		

Security Badge Access to the OMES Data Center

Standard Operating Procedure

1. General Statement of Purpose

- 1.1. The purpose of this standard is to identify the steps for managing security badge access to the OMES Data Center. This includes requesting an initial or replacement security badge and the termination of badge access.

2. Scope

- 2.1. This standard is for all OMES IS employees who need security badge access to the OMES Data Center.

3. Discipline

- 3.1. Administrative Standards

4. Instructions

4.1. Initial Security Badge for the OMES Data Center

- 4.1.1. Security Badge Access to the OMES Data Center is based on an employee's working title. All exceptions to this require approval and a justification on the Security Card Request Form from the employee's Service Team Director.
 - 4.1.2. The supervisor of a new employee must sign the **Security Card Request Form**, found at the link below, and send it to PMO Support for the employee to receive their security badge and access to the OMES Data Center:
http://eclipse.omes.ok.gov/ISD/guidances/examples/resources/Security_Card_Request_Form.pdf
 - 4.1.3. New employees will get their security badge when they come to the OMES Data Center for their New Employee Orientation. If a security badge is needed before this, either the new employee or their supervisor must bring the completed form to PMO Support.
 - 4.1.4. The PMO Support team will take the new employee's picture and create their security badge.
- ##### 4.2. Replacement Security Badge
- 4.2.1. When an employee loses their security badge, they must immediately contact the Service Desk. The Service Desk will assign the case to the IS-Project Management Office team.
 - 4.2.2. PMO Support will disable the old security badge and issue a new one.

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4.3. Temporary Security Badge

4.3.1. If an employee arrives at work without their security badge, the Receptionist will call PMO Support to confirm the employee has current access. If the PMO Support confirms the employee's access, the Receptionist issues a temporary security badge, which should be returned to the Receptionist at the end of the day.

4.4. Terminating Security Badge Access

4.4.1. The PMO Support team receives a task as part of the Offboarding process to terminate building access for separating employees.

4.4.2. The separating employee's supervisor should collect the employee's security badge and return it to the PMO Support team.

5. Roles and Responsibilities

5.1. Employee

5.1.1. Contacts the PMO Support team if a security badge is lost to get a replacement.

5.2. Employee's Supervisor

5.2.1. Signs the Security Card Request Form.

5.3. Service Team Director

5.3.1. Provides approval and justification for any security access beyond what is provided for an employee's working title.

5.4. PMO Support

5.4.1. Creates security badges.

5.4.2. Terminates security access for separating employees.

5.4.3. Verifies badge access for employees seeking a temporary security badge.

5.5. Receptionist

5.5.1. Verifies badge access with PMO Support before issuing a temporary security badge.

6. Limitation or Implementation Notes

6.1. Service Team Director approval and justification must be provided for security access beyond what is allowed for an employee's working title.

7. References

7.1. Security Card Request Form -

http://eclipse.omes.ok.gov/ISD/guidances/examples/resources/Security_Card_Request_Form.pdf