



AGENDA COVER SHEET

BoCC Work Session Date: 07_8_2025

Agenda Location (Action Item, Consent, Presentation): Action Item

Prepared and Presented By: Brian Lee, Safety & Loss Control

SUBJECT: 2025 Updated Badge Access Policy

EXECUTIVE SUMMARY:

Several Garfield County departments have proposed changes to the 2023 Employee Badge Access Policy:

- Sheriff's Office Emergency Operations Division requests the use of an updated badge type for County departments that may be called in to assist in Emergency Operations – Community Corrections, and Road & Bridge. This updated badge type has the capability to track personnel and County vehicles/equipment responding to flood and wildfire emergencies. This badge type is consistent with the personnel and resource tracking credentials used by the Colorado Division of Homeland Security & Emergency Management. Standardized tracking credentials are a critical component of the Incident Command System (ICS).
- Clerk & Recorder's Office requests updated badge policies related to Election Rooms access in order to comply with Colorado Statute 1-7-513.5 (Voting Systems Security). Move from hard keys to badges in order to generate an electronic entry log per the 2025 Statute.
- Updated process for unlocking and locking public doors and after-hours access requests – Submit all as HelpDesk requests to streamline the process.

RECOMMENDED ACTION:

Approve the updated 2025 Badge Access Policy



Credentialing

DHSEM	▸
Emergency Management	▾
State EOC & Response Overview	
State Disasters	
Field Operations	▸
SEOC Operations	▸
Plans	▸
Logistics	▾
Colorado All-Hazards Resource Database	▸
Resource Mobilization	▸

The Salamander identification and credentialing program is available to all governmental agencies, special districts, non-governmental organizations (NGOs) and voluntary organizations active in disasters (VOADs) in the state of Colorado. The system is supported by DHSEM and managed by the logistics section.

The goal of the program is to facilitate rapid incident identification through:

- standardized identification cards for personnel and equipment
- a method to account for and track resources in an event

Expand the sections below for program documentation and resources. For assistance or question contact the [Colorado Salamander Support Team](#).

- [SalamanderLIVE Program Link Version 3](#)

▾ Salamander System Specific Guidance

▾ ESF Credential Program Guidance

▾ Resource Links

(3) As used in this section, unless the context otherwise requires, "election software" means the software to be installed or residing on election equipment firmware or on election management computers that controls election setup, vote recording, vote tabulation, and reporting.

Source: L. 2005: Entire section added, p. 1408, § 27, effective June 6; entire section added, p. 1443, § 27, effective June 6. **L. 2023:** (1)(c) amended, (SB 23-276), ch. 399, p. 2386, § 32, effective June 6. **L. 2024:** (1)(a) and (1)(b) amended, (SB 24-210), ch. 468, p. 3254, § 35, effective June 6.

1-7-513. Voting equipment - records. (1) The designated election official shall maintain separate, detailed records for each component of a voting system used in an election. Such records shall include, but not be limited to, the manufacturer, make, model, serial number, hardware, firmware, software version or release number, date of acquisition, description of services, repairs, maintenance, upkeep, and version upgrades, and date of performance of such services.

(2) The secretary of state shall promulgate rules in accordance with article 4 of title 24, C.R.S., prescribing the manner of maintenance of records required by this section.

Source: L. 2005: Entire section added, p. 1409, § 27, effective June 6; entire section added, p. 1444, § 27, effective June 6.

1-7-513.5. Voting equipment - security. (1) Except as otherwise provided in subsection (5) of this section, no later than June 30, 2023, the designated election official shall keep all components of a voting system in a location where entry is controlled by use of a key card access system. The designated election official shall ensure that the log created by the system is maintained as an election record for twenty-five months following the date of any entry.

(2) Except as otherwise provided in subsection (5) of this section, no later than June 30, 2023, the designated election official shall keep all components of a voting system under video security surveillance recording. The designated election official shall ensure that video captured beginning sixty days before through thirty days after an election in which the voting system is used is maintained as an election record for twenty-five months following the election. The designated election official shall ensure that video captured outside this period is maintained for twenty-five months following the date the video was captured.

(3) The designated election official is not required to follow the requirements of subsections (1) and (2) of this section when voting system components are deployed for use or stored at a voting service and polling center.

(4) A county clerk may apply to the secretary of state for a waiver of the requirements of subsection (1) of this section based on historical building status or similar physical limitations. If the secretary finds the clerk has provided an alternative equivalent physical security system for components of a voting system, the secretary of state may grant the waiver.

(5) If the designated election official is unable to satisfy the requirements of subsections (1) and (2) of this section by June 30, 2023, due to delays in the delivery of necessary equipment that are out of the control of the designated election official, the designated election official shall

Re: Updated Badge Access Policy

From Brian Lee <blee@garfieldcountyco.gov>

Date Tue 5/20/2025 12:49 PM

To Gary Noffsinger <gnoffsinger@garfieldcountyco.gov>

Thanks Gary, I think this will streamline the process for everyone,

Brian Lee

Safety & Loss Prevention Specialist

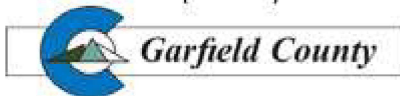
201 8th Street

Glenwood Springs, CO 81601

Office (970) 945-5004 x 1728

Mobile (970) 456-3671

blee@garfieldcountyco.gov



From: Gary Noffsinger <gnoffsinger@garfieldcountyco.gov>

Sent: Tuesday, May 20, 2025 10:15 AM

To: Brian Lee <blee@garfieldcountyco.gov>

Subject: RE: Updated Badge Access Policy

Hi Brian,

Thanks for the update. We are okay with door access requests for the Glenwood Admin Building and the Rifle Admin/DHS/PHN Campus being sent through the help desk. The Sheriff's Office controls courthouses, and most other facilities control their door access or rarely require changes to the door schedule.

Thank you,

Gary

From: Brian Lee <blee@garfieldcountyco.gov>

Sent: Friday, May 16, 2025 1:45 PM

To: Gary Noffsinger <gnoffsinger@garfieldcountyco.gov>

Cc: Dave Renninger <drenninger@garfieldcountyco.gov>

Subject: Fw: Updated Badge Access Policy

Good afternoon Gary,

I'm working on an updated Badge & Building Access Policy for 2025. It has come to the attention of HR and Risk Management that a few of the policies in the 2023 version are outdated and a revision is needed (Sheriff's dept has a new badge type for tracking personnel

during Emergence Operations; access policy to sensitive areas of the courthouse is being revised).

One thing I wanted to run by you pertains to scheduling the unlocking and locking of public doors, and requests for after-hours door accessibility. There is currently a lot of overlap between Facilities and IT for this - for example, IT is the primary contact for Glenwood buildings, but Facilities is the primary contact for Rifle Buildings, but only between the hours of 9-3pm, outside that window, IT is the primary contact. Rather than people needing to consult the policy to determine whether they need to submit a helpdesk request to IT, or a Facilities Dude request to Facilities, I think it would streamline the process if people just know they need to submit a helpdesk ticket to IT, regardless of the location, or time of day the request is being made.

Please let me know if we can streamline the process for coordinating the unlocking and locking of public doors, and requests for after-hours door accessibility by submitting all requests as helpdesk tickets.

Thank you,

Brian Lee
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blee@garfieldcountyco.gov



From: Fred Jarman <FJarman@garfieldcountyco.gov>

Sent: Thursday, May 8, 2025 2:18 PM

To: Brian Lee <blee@garfieldcountyco.gov>

Cc: Jessica Roberts <jroberts@garfieldcountyco.gov>; Chris Bornholdt <cbornholdt@garcosheriff.com>; Jackie Harmon <JHarmon@garfieldcountyco.gov>

Subject: RE: Updated Badge Access Policy

Hi Brian-

Thanks for these updates and suggested actions. I can approve them, but I would like you to present them to the BOCC so that they can get used to seeing and hearing from you. I think these are good ideas and support them. I would ask you to get with Chris B. and Jacki and ask Vola to place you on an upcoming agenda with this as an action item.

Make sense?

Fred

Fred A. Jarman, County Manager
Garfield County
108 8th Street, Suite 101
Glenwood Springs, CO 81601
(O) – 970.945.5004
(C) – 970.987.1811



From: Brian Lee <blee@garfieldcountyco.gov>
Sent: Thursday, May 8, 2025 2:06 PM
To: Fred Jarman <FJarman@garfieldcountyco.gov>
Cc: Jessica Roberts <jroberts@garfieldcountyco.gov>
Subject: Updated Badge Access Policy

Good afternoon Fred,

A couple of things have come to our attention and prompted an update to the 2023 Badge Access Policy:

- The Sheriff's Dept Emergency Management Division is pursuing an initiative to issue a new type of badge to County Departments that may be called in to support Emergency Operations - i.e. Flooding and Wildfire. The current plan is to issue these new badges to Road & Bridge and CommCor. The new badges have QR codes that can be scanned on the site of an emergency to facilitate tracking personnel through the state and federal Incident Command System. Personnel tracking is a key function of the ICS and is also important for Safety & Loss Prevention - Chris Bornholdt presented on this topic at the Road & Bridge safety meeting this week and gave the example of the Pine Gulch Fire. If the Road & Bridge Dept employees and equipment that responded to this fire had been able to formally check in with the ICS on site, their hours could have been tracked and their pay reimbursed through state and federal funding for Emergency Response. Equipment damage and wear & tear could also have been reimbursed.
- Jackie Harmon notified us of a breach in the Colorado Election Security statute due to the Elections room on the 3rd floor of the Courthouse being accessed by a member of Facilities. Master access badges had previously included all buildings/rooms, but access to the Vital Records and Elections Rooms can only be granted by the County Clerk & Recorder.

The attached Badge Access Policy has been updated to reflect the use of the new badge with QR codes for tracking personnel during Emergency Management operations and has been updated to reflect the restricted access to Vital Records and Elections rooms. We are working to ensure that Master Access Badges no longer provide access to the Vital Records and Elections rooms.

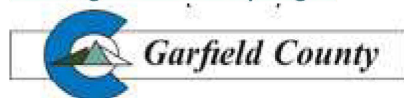
Please see the attached Updated Badge Access Policy and let us now if these changes are approved, or if this would need to be submitted to the Board of County Commissioners,

Thank you,

Brian Lee
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TITLE:	Badge & Building Access Policy & Procedures	POLICY NO.:	01
APPLICABILITY:	All County Departments	APPROVAL DATE:	00/00/00
RESPONSIBILITY:	Board of County Commissioners (BOCC), Department Directors, Elected Officials (EO), and Employees	REVISION DATE:	11/10/2023 6/2/2025

Goal: To enhance security of County buildings and to all people and property in County buildings by effectively managing the use and function of Access Badges issued to all employees, contractors, vendors and the public.

Applicability: All County departments and buildings as well as contracted lease spaces, except the Sheriff's Office and its associated facilities. The Sheriff's Office is subject to their own policies.

Authority: This policy is issued by the County Managers office and subject to approval by the Board of County Commissioners (BoCC).

Overview: County Employee Badges are used for County building access and Employee identification. Badges for most departments are issued by the Garfield County Human Resources Department, and records are retained in the employee's personnel file in the HR Office. Each employee's access level to the doors their badge can unlock is determined by their Supervisor, based on the employee's scope of work. Badges for Sheriff's Office Employees, and County Departments that may be called in to assist with Emergency Operations, are issued through the Garfield County Sheriff's Office - Emergency Operations Division. These badges have additional functionality – a QR code can be scanned to track personnel and County equipment/resources responding to an emergency through a state and federal Incident Command System (ICS). Records for these Emergency Response Badges are retained in the Sheriff's Office.

Badge Readers that control the door locks along with the software that runs the system – Access it! - were installed County-wide (with the exception of the Garfield County Airport) by

Current Solutions Inc, based in Grand Junction via a Sole Source Agreement negotiated by the Procurement Department.

Section 1: Roles & Responsibilities:

- **Employees are to:**
 1. Keep badge in a safe location at all times.
 2. Keep badge on their person and visible during work hours while on County property.
 3. Report lost or stolen badge to supervisor no later than the end of the day. Report lost or stolen badge directly to Human Resources (HR) if unable to inform supervisor.
 4. Return badge to Supervisor or HR at end of employment – same day.
 5. Not share badge with anyone else.
 6. Not to “Piggyback.” Each employee must scan their own badge while entering building for the purpose of documenting time of arriving to work or returning to work.

- **Directors/Supervisors are to:**
 1. Complete Employee Badge Form for employees who need access to your building(s) or area(s). (See Addendum A)
 2. Obtain approval of department heads/elected officials for which departments/offices you would like your employee(s) to have access to other than your own.
 3. Submit Employee Badge Form to Human Resources for creation or updating of employee badge.
 4. Notify Human Resources of any reported lost or stolen badges by staff.
 5. Notify Human Resources to deactivate badge(s) immediately regarding terminated or suspended employees. Supervisors are responsible for collecting terminated or suspended employee’s badge and forwarding to Human Resources. Human Resources will destroy the badge.
 6. Distribute each visitor badge to whom they deem appropriate, and monitor, store and collect each visitor badge. (See Addendum B) Directors and Supervisors may request a Visitor Badge from Human Resources using the Visitor Badge form located on the Intranet (under Departments, Human Resources, Forms).
 7. Directors and Supervisors may request a Badge Report from Human Resources at any time.

- **Human Resources is to:**

1. Review Employee Badge Form from Supervisors and activate and distribute badges when appropriate. (Note: Sheriff's Office approves access to Sheriff's Office and County Court House)
2. Immediately deactivate badges of terminated or suspended employees once notified by the employee's supervisor, department head, the HR Director, the County Manager, Risk Manager, or Sheriff or his/her authorized designee.
3. Annually review badge activity and update information as needed. Follow up with Department Heads or Elected Officials on any badges which have not been used for 12 or more months and take appropriate action.
4. Generate Activity Reports for Department Heads and Elected Officials on employee badge usage.
5. Store all Visitor Badges and Custodial Badges request forms.
6. Grant badge access to the Rifle Administration Building gym and 3rd floor shower when indicated. Retain Gym Use Waivers in Employee Personnel Files.

- **Facilities Department is to:**

1. Maintain Badge-Readers in good working order and troubleshoot hardware issues.
2. Coordinate with all appropriate vendors (Current Solutions, Inc) in maintaining Badge-Readers in good working order. Coordinate with Current Solutions and County IT Department for any software related issues.
3. Work with Department Heads/Elected Officials on requests for additions/deletions of Badge-Readers; notify HR (and software vendor Current Solutions, Inc/County IT Department) of changes so request forms and approval process can be updated.
4. Maintain Knox Boxes containing keys for Emergency Responders. Facilities provides and maintains hard keys for Knox Boxes, and coordinates with HR, IT, and the Sheriff's Dept for master access badges in Knox Boxes for Emergency Responders

- **Information Technology Department (IT) is to:**
 1. Maintain software controlling public access doors in Glenwood Springs Administration Building and Rifle Campus. IT is the primary Point-of-Contact to schedule locking and unlocking of public doors in Glenwood Springs County Administration Building, and for Rifle County buildings.
 2. Assist Facilities Department in trouble-shooting server and software issues.

- **Sheriff's Office:**
 1. Garfield County Sheriff's Office – Emergency Operations Division Reviews Employee Badge Forms from Supervisors and activates and distributes badges to Sheriff's Office employees, County Court House personnel, and employees of County Departments that may be called in to assist in Emergency Operations.
 2. Immediately deactivate badges of terminated or suspended employees once notified by the employee's supervisor, department head, the HR Director, the County Manager, Risk Manager, or Sheriff or his/her authorized designee.

Section 2: Master Access Badges:

- Master access badges allow access to all County buildings. These badges are restricted to County Manager, Facilities, Information Technologies (IT), Risk Management, County Commissioners.
- Master access badges do not allow access to the 1st and 3rd floor Elections Rooms of the County Courthouse. Per Colorado Statute 1-7-513.5 (Voting Equipment Security) only the County Clerk & Recorder can grant access to these rooms with stored elections equipment. A log is retained for each instance these rooms are accessed. These rooms are monitored by surveillance camera 24/7, and individuals cannot enter these rooms unattended. Master Access Badges do not grant access to the Vital Records Room. This Room uses hard keys only.

Section 3: Lost, Damaged or Stolen Badges:

- Lost or stolen badges must be reported to the employee's supervisor and Human Resources no later than the end of the business day.
- Human Resources or the Sheriff's Office – Emergency Operations Division will issue a new badge. The original badge will be deactivated immediately.
- If a badge is damaged or will not function, the employee can bring/send the badge to Human Resources for a replacement at no charge to the employee's department.

Section 4: Visitor Badges (Contractors, Vendors & Visitors):

- **Visiting Public:** Visiting public such as presenters, teachers, etc. who require unescorted access to County buildings must get a Visitor Badge from the Department Head they are working with. Department Head will complete the Visitor Badge Request form and submit to Human Resources. Otherwise, visitors in County buildings must be escorted by a County employee at all times when the visitor(s) is in restricted areas.

Visitors using County conference room space will have front doors set to unlock and relock at designated times and will not be issued badges. Visitors (or group leaders) are required to remain onsite until doors relock at designated time.

- **Contractors and Vendors:** All contractors and vendors must obtain a **Visitor Badge** from the department they will be working with/in. This department will receive/activate badge through HR. All badges must be returned immediately at the end of contractor's/vendor's project/contract. Departments obtaining Visitor Badges are required to monitor badge use and retrieve badges at the end of every project/contract.
- **Custodial Badges:** All custodial workers must have badges with name, photo and company name displayed on the badge. A Custodial Badge Form must be completed by a supervisor from the cleaning organization and sent to Human Resources. Photo identification is required. (See Addendum C)

Section 5: Emergency Responder Access:

- Unrestricted (24/7, all buildings) access will be granted for Emergency Responders.

Knox Boxes are located throughout the Rifle campus on the exterior of each of the three buildings, and on the GWS Administration Building and Courthouse. Knox Boxes will contain up-to-date hard keys and in some cases master access badges to allow Fire Department, Law Enforcement and EMT access to all County buildings. Facilities Department will maintain Knox Boxes and associated hard keys and/or Master Access Badges.

Section 6: Gym Access:

- Rifle Admin Building gym access is controlled by HR Department. Gym access is restricted to County employees only. An employee's badge will give access to both the workout area in the basement of the building and the third-floor showers. Gym waivers must be signed prior to activation. Gym waivers are kept in Personnel files by HR.
- Rifle Airport gym access is controlled by Airport Management. Airport gym is restricted to County employees and tenants only.

Section 7: Access Denial:

- Any individual who violates this policy or the terms or conditions of access is subject to disciplinary action, including but not limited to loss of access privileges.
- The County Manager, Risk Manager, Human Resources Director and the Sheriff, or his/her designee, or Elected Official for building/areas for which they have responsibility, can restrict or deny any badge access at any time to anyone they determine may pose a safety or security risk. Any employee may contest the restriction or denial of access by submitting a written statement of appeal to the County Manager or the Elected Official who has denied access.
- Access can be closed on individual employee badges through the Human Resources Department or the Sheriff's Office – Emergency Operations Division

Section 8: Records:

- Employee Badge Form request records for employee badges will be kept in the employee's personnel file for the duration of their employment with the County
- Records for Contractors/Vendors will be kept by the Facilities Department if Facilities is contracting the work.
- Records for Rifle Administration Building Gym and Airport Gym access will be kept by Human Resources in the employee's personnel file for the duration of their employment with the County.
- Identification information for County employees involved in Emergency Operations may be provided to Federal and/or State of Colorado Emergency Operations and Incident Command Systems. Emergency Operations employee badges have a QR code to assist with tracking personnel and County equipment/resource to facilitate the Incident Command System of Federal, State, and Garfield County Sheriff's Office - Emergency Operations Division.
- Records for Visitors will be kept by Human Resources.
- Records for Custodial workers will be kept by Human Resources.

Section 9: Internal Audit:

- County Manager may conduct periodic audits of the Access Badge practices through Human Resources, Facilities Department, IT Department, or Risk Management to ensure that badge access practices are consistent with this policy.

Section 10: Departments:

- **Administrative Buildings:**

In general, all administrative buildings are open to the public Monday through Friday between the hours of 8:00am and 5:00pm. If necessary, public hours can be adjusted by order of the County Manager, the BoCC, or Elected Officials for their offices. After-hours access to these buildings is generally limited to employees and authorized contractors and vendors. Contractors and vendors must be authorized in advance by the

department head or Elected Official responsible for the building(s) or office area(s). Access to buildings after-hours is created through the County Managers Office (CMO) or by Information Technology (IT) Department by either submitting a Visitor Badge Request form to Human Resources or by submitting a Help-Desk request to IT to unlock/relock doors. (For Example: Training classes in Rifle Admin, Fair Board Meetings, Election Room meetings, Planning Commission meetings, etc.)

Front door hours for all County buildings will be controlled by Information Technology (IT) Department using **Help-Desk** application.

- **Road & Bridge Buildings:**

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- Road & Bridge Dept (R&B) utilizes the badge access system developed by the Garfield County Sheriff's Office - Emergency Operations Division. These badges have a QR code with the capability to track County personnel and equipment/resources in the Federal, State, and County Incident Command Systems.

Road & Bridge uses the Employee Badge Form developed by the Sheriff's Office - Emergency Operations Division, and these records are retained in the employee personnel file at Human Resources (HR). (See Roles & Responsibilities of HR, Section 1).

- **Airport Facilities:**

All Airport facilities are restricted to County employees and contracted lease staff except the Administrative Building which is open to the public between the hours of 9:00am and 3:00pm.

Airport County employees receive their badges through regular channels via Human Resources Department utilizing the Employee Badge Form. Airport Director has 100% authority to approve and manage access to the air operations side of the airport. This access system is serviced and maintained by Alpine Tec Services (not Current Solutions as the rest of the County). Airport security policy and procedures are directed through Department of Transportation, Federal Aviation Administration, Civil Aviation Security Rules. Airport Director receives authority to enforce these rules through the BoCC.

Contracted lease spaces currently consist of: Bureau of Land Management (BLM), and Center of Excellence (CoE). These offices acquire badge access directly through the Airport Director consistent with signed Contract. Airport Director will obtain badges through Human Resources Department via the appropriate Badge Request Form. Airport Department has the ability to take photographs for badges and submit to Human Resources with photo identification. All badges for non-county employees will have the individuals name, photo, and department name displayed. Each contracted lease space will have a designated Point-of-Contact responsible for tracking and managing the badges of their respective employees and/or tenants and coordinating directly with the Airport Director.

All Airport buildings are restricted to County Airport employees only with the following exceptions.

- Airport offices operated by the County are open to the public 9:00 – 3:00.
 - County staff utilizing gym (Gym access only).
 - Information Technology Department (IT) services Airport offices only. Alpine Tec Inc services the security system.
 - Center of Excellence (CoE) staff. (All-access including air operations)
 - Bureau of Land Management staff. (All-access including air operations)
 - Colorado State Patrol. (CSP are tenants of CoE with access to airport office facility and gym only. No air operations access)
 - Law Enforcement/Fire Dept with access to Knox Box. (Note: Key in Knox Box does not give access to air operations area)
 - Custodial staff have access to all areas of airport except IT Server Room.
-
- **Landfill:** Landfill does not use the Access Badge system for any buildings on property. Landfill only uses hard keys.
 - **Criminal Justice Services:** Criminal Justice Services and Community Corrections utilizes the badge access system developed by the Garfield County Sheriff's Office - Emergency Operations Division that has a QR code with the capability to track County personnel and equipment/resources in Federal, State, and County Incident Command Systems. Department Director and Manager of Residential Services also have ability to give access to employees for Corrections facility only. Community Corrections has eight Badge-Readers (two exterior doors and six Interior doors). The front doors are unlocked 24/7. All interior doors also have hard keys. Pre-Trial Services, Workenders and other offices

within Criminal Justice have access only to their respective offices, plus Rifle Admin basement storage, Rifle Court House office, and Airport gym. Criminal Justice Services works directly with Current Solutions Inc. for all installation, maintenance and repairs of the Badge Access system.

- **Fairgrounds:** Fairgrounds has five Badges-Readers to access five locations: Main Office, North Hall, South Hall, Indoor Arena, and Event Hall. These locations also have hard-key locks and must be unlocked initially by hard-keys before badges can be utilized. Badges are issued out to staff through regular channels – via Human Resources and use of Employee Badge Form. No badges or hard keys are issued out to lessee for leased space, but must be unlocked by staff. Lessee is not permitted into leased space until a signed contract is finalized.

CSU Extension:

- The CSU Extension Office uses hard keys
- **Court House:** The Sheriff's Office is responsible for the overall security of the Court House. The Sheriff Office's HR department and Emergency Operations Division are responsible for issuing badges to Sheriff's Office personnel and all Courthouse personnel.
- **Clerk & Records Office:** Access to Election Rooms and Vital Records can only be granted by the Garfield County Clerk & Recorder. The Vital Records Room is accessed only by hard key. The Elections Rooms are accessed via badges with access levels granted only to Elections Office Staff and the County Clerk & Recorder Per Colorado Statute 1-7-513.5 (Voting Equipment Security). A log is retained for each instance these rooms are accessed. These rooms are monitored by surveillance camera 24/7, and individuals cannot enter these rooms unattended.. Access to this room is not included on Master Access Badges. Rifle office is an inter-office mail distribution location and money drop-off for many departments with badges access to office. Election Judges are issued temporary badges. There is one Visitor Badge in the Rifle office for Election Judges that is activated and de-activated on an as-needed basis by the IT Dept with written approval from the County Clerk & Recorder).
- **Coroner:** Coroner's Office uses keypad door locks and personnel are issued codes. Coroner's Office Employees are issued badges primarily for identification purposes and for Gym Access through the HR Department.

GARFIELD COUNTY EMPLOYEE BADGE FORM	
Employee Name: _____ Dept: _____	
Supervisor Name: _____	
Supervisor: Please select the level of access needed for each eligible building. If you're requesting access to departments other than your own, please get approval for access from the Department Head/Elected Official for that area and send a confirmation email to HR when completed.	
<u>GWS County Admin Building</u> <input type="checkbox"/> Admin CMO Mail Pick Up, 24/7 <input type="checkbox"/> Attorney's Office, 24/7 <input type="checkbox"/> Community Development, 24/7 <input type="checkbox"/> Elected Officials & County Manager Admin, 24/7 <input type="checkbox"/> Finance, 24/7 <input type="checkbox"/> Human Services, 24/7 <input type="checkbox"/> IT, 24/7 <u>Additional Garfield County Buildings/Areas</u> <input type="checkbox"/> 1102 Grand Ave, 24/7 <input type="checkbox"/> Community Corrections, 24/7 <input type="checkbox"/> Coroner's Office, 24/7 <input type="checkbox"/> Fairgrounds, 24/7 <input type="checkbox"/> GWS Courthouse Access, 24/7 <input type="checkbox"/> GWS Public Health, 24/7 <input type="checkbox"/> Human Resources Building, 24/7 <input type="checkbox"/> Procurement/Communications, 24/7 <input type="checkbox"/> Road and Bridge, 24/7 <input type="checkbox"/> Other: _____	<u>Rifle Health & Human Services Building</u> <input type="checkbox"/> Human Services- Elig. Employees, 6:30am-6:30pm <input type="checkbox"/> Human Services- Protective Services/CS/SEP, 24/7 <input type="checkbox"/> Human Services- Supervisors, 24/7 <input type="checkbox"/> IT Staff (DHS), Server Room Access, 24/7 <input type="checkbox"/> Public Health Employees, 24/7 <input type="checkbox"/> Public Health Supervisors, 24/7 <u>Rifle County Admin Building</u> <input type="checkbox"/> 1 st Floor C&R, 24/7 <input type="checkbox"/> 1 st Floor Admin, M-F: 7am-7pm <input type="checkbox"/> 1 st Floor Mail Access, 24/7 <input type="checkbox"/> 2 nd Floor, 24/7 <input type="checkbox"/> 3 rd Floor, 24/7 <input type="checkbox"/> Basement Storage, 24/7 <input type="checkbox"/> Fitness Center, 24/7 (Gym Form Required) <u>Airport Building</u> <input type="checkbox"/> All Airport Access, 24/7 (Director Approval Only) <input type="checkbox"/> BLM- Tarmac Entry, 24/7 <input type="checkbox"/> County Employee Access, 24/7 <input type="checkbox"/> County Employee & Gym, 24/7 (Gym Form Required) <input type="checkbox"/> IT Areas & Server Room, 24/7
Supervisor Signature: _____ Date: _____	
<u>Employee Agreement & Acknowledgement:</u> You will be given an employee badge for access to different Garfield County buildings. You are required to use this badge for building/area access. This badge must be in your possession and visible while on County property or while in County buildings. Please do not place any stickers directly on the badge. The Airport Gym and Rifle Admin Fitness Center require a signed gym waiver form. Badges cannot be shared with anyone. Loss of an employee badge is a major safety violation; please report lost or stolen badges to Human Resources immediately at 970-945-1377 ext. 4550.	
Employee Signature: _____ Date: _____	
Card No. _____	
<small>For the use of Human Resources only: Noti fied: Courthouse: _____</small>	

GARFIELD COUNTY VISITOR BADGE FORM

Dept: _____ Supervisor Name: _____
Number of Visitor Badges Requested: _____

Supervisor:

Please select the level of access needed for each eligible building. If you're requesting access to departments other than your own, please get approval for access from the Department Head/Elected Official for that area and send a confirmation email to HR when completed.

GWS County Admin Building

- ☐ Admin CMO Mail Pick Up, 24/7
- ☐ Attorney's Office, 24/7
- ☐ Community Development, 24/7
- ☐ Elected Officials & County Manager Admin, 24/7
- ☐ Finance, 24/7
- ☐ Human Services, 24/7
- ☐ IT, 24/7

Additional Garfield County Buildings/Areas

- ☐ 1102 Grand Ave, 24/7
- ☐ Community Corrections, 24/7
- ☐ Coroner's Office, 24/7
- ☐ Fairgrounds, 24/7
- ☐ GWS Public Health, 24/7
- ☐ Human Resources Building, 24/7
- ☐ Procurement/Communications, 24/7
- ☐ Road and Bridge, 24/7
- ☐ Other: _____

Rifle Health & Human Services Building

- ☐ Human Services- Elig. Employees, 6:30am-6:30pm
- ☐ Human Services- Protective Services/CS/SEP, 24/7
- ☐ Human Services- Supervisor Areas, 24/7
- ☐ IT Staff (DHS), Server Room Access, 24/7
- ☐ Public Health Employee Areas, 24/7
- ☐ Public Health Supervisor Areas, 24/7

Rifle County Admin Building

- ☐ 1st Floor C&R, 24/7
- ☐ 1st Floor Admin, M-F: 7am-7pm
- ☐ 1st Floor Mail Access, 24/7
- ☐ 2nd Floor, 24/7
- ☐ 3rd Floor, 24/7
- ☐ Basement Storage, 24/7

Airport Building

- ☐ All Airport Access, 24/7 (Director Approval Only)
- ☐ BLM- Tarmac Entry, 24/7
- ☐ County Employee Access, 24/7
- ☐ IT Areas & Server Room, 24/7

Supervisor Agreement & Acknowledgement:

It is the supervisor's responsibility to monitor, store, and safely distribute each visitor badge to whom they deem is appropriate.

Authorized visitors requiring badge access must keep a visitor badge in their possession and the badge itself must be visible while on County property or while in County buildings. Visitor badges must be returned to the appropriate supervisor immediately after specified usage. Please do not place any stickers directly on the visitor badge.

Loss of a visitor badge is a major safety violation as security is needed at all government buildings in order to keep our employees safe. Please report lost or stolen badges to Human Resources immediately at 970-945-1377 ext. 4550.

Supervisor Signature: _____ Date: _____

GARFIELD COUNTY CUSTODIAL BADGE FORM	
Employee Name: _____ Company _____	
Name: _____ Supervisor Name: _____	
<u>Supervisor:</u> Please select the level of access needed for each eligible building.	
<u>GWS County Admin Building</u> <input type="checkbox"/> Admin CMO Mail Pick Up <input type="checkbox"/> Attorney's Office <input type="checkbox"/> Community Development <input type="checkbox"/> Elected Officials & County Manager Areas <input type="checkbox"/> Finance <input type="checkbox"/> Human Services <input type="checkbox"/> IT <u>Additional Garfield County Buildings/Areas</u> <input type="checkbox"/> 1102 Grand Ave <input type="checkbox"/> Community Corrections <input type="checkbox"/> Coroner's Office <input type="checkbox"/> Fairgrounds <input type="checkbox"/> GWS Courthouse Access <input type="checkbox"/> GWS Public Health <input type="checkbox"/> Human Resources Building <input type="checkbox"/> Procurement/Communications <input type="checkbox"/> Road and Bridge <input type="checkbox"/> Other: _____	<u>Rifle Health & Human Services Building</u> <input type="checkbox"/> Human Services & Public Health Areas <input type="checkbox"/> Human Services IT Office Areas <u>Rifle County Admin Building</u> <input type="checkbox"/> 1 st Floor C&R <input type="checkbox"/> 1 st Floor Admin <input type="checkbox"/> 1 st Floor Mail Access <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> 3 rd Floor <input type="checkbox"/> Basement Storage <u>Airport Building</u> <input type="checkbox"/> BLM- Tarmac Entry <input type="checkbox"/> County Employee Areas & Gym <input type="checkbox"/> Full Airport Access
Supervisor Signature: _____ Date: _____	
<u>Employee Agreement & Acknowledgement:</u> You will be given a custodial staff badge for access to different Garfield County buildings. You are required to use this badge for building/area access. This badge must be in your possession and visible while on County property or while in County buildings. Badges cannot be shared with anyone. Loss of an employee badge is a major safety violation as security is needed at all government buildings in order to keep our employees safe. Please report lost or stolen badges to Human Resources immediately at 970-945-1377 ext. 4550.	
Employee Signature: _____ Date: _____	
Card No. _____	