

Section Health & Safety	Subject Security Operations	Title Identification Access Badges
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Access Control

Security Operations shall manage access to SMUD Facilities using electronic badge control or manual clearance through access-controlled points. Access shall be based on proper authorization from the asset owner, or delegate, responsible for the Facility or on other criteria identified, as needed, by Security Operations. Access is facilitated by an automated system that tracks access entitlement approval and revocation for all SMUD Facilities and CIP locations in accordance with CIP-004. Access to Bulk Electric System (BES) Cyber Systems (BCS) shall be in accordance with MP 08.01.01.102.

Appropriate badges and provisioning, or Authorized Escorts, are required for access to Facilities that utilize access control for non-public areas.

Personnel shall adhere to all policies and procedures governing access and will not take any action to circumvent any Security Controls, such as propping a door open, badge pass-back/loaning, tailgating, or copying/reproducing a badge or its technology in any way.

Personnel will not prop open/leave ajar (or leave physically open) doors that lead into any Secured Area without first obtaining authorization from Security Operations, and where authorization is granted, the SMUD Employee must maintain continuous observation of the entry point.

Badge Authorization, Issuance, and Requirements

Badges will be issued to SMUD Workforce Personnel by Security Operations upon presentation of Valid Government-issued Identification and a copy of a completed State of California Department of Justice Form BCIA 8016 (Live-Scan form) by the new Employee, Contractor, or Vendor. Security Operations will then verify in the identity and access management (IAM) system that the Workforce Personnel present for badge issuance have a valid employee identification number and/or the correct approvals for access. Requests for access to Facilities are made through SMUD's IAM system and access is only added upon completion of the approval process. Security Operations will ensure that access requirements are met prior to issuing a badge capable of accessing Critical Infrastructure Protection (CIP) sites. All badge access to CIP locations is managed via automated process within the IAM system.

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Security Operations shall issue photo identification access badges to verified Workforce Personnel. SMUD Supervisors shall process badge requests for Contractors and Vendors through SMUD's IAM system.

All badges shall be returned immediately to Security Operations upon re-issuance, termination of service for employees or completion of assignments for Contractors, Vendors and Students, or at the direction of Security Operations.

Visibility of Badges

Personnel who are issued permanent or temporary identification access badges must display their Identification Badge in a visible fashion at all times while at a SMUD Facility. Security Operations and SMUD staff shall request identification from persons without visible identification.

Use of Badges

Badge holders must individually badge into card reader equipped Secured Areas, and are directed not to assist others in avoiding badging requirements. In the event that persons without a badge, or persons with a non-functioning badge attempt entry, badge holders must immediately alert Security Operations.

Visitor Badge

Visitors to SMUD Secured Areas must present a Valid Government- issued Photo Identification to obtain a Visitor Badge. Visitor Badges are provided for visibility purposes only and do not contain any access control technologies and will not allow access to Secured Areas. SMUD Workforce Personnel must escort Authorized Visitors beyond any publicly accessible area. All Visitor Badges are for single day use and must be returned to a security kiosk at the end of the workday.

Temporary Badges

SMUD Workforce Personnel who do not have their permanent badge must obtain a temporary SMUD Workforce Personnel badge from a security kiosk. They must present Valid Government-issued Photo Identification and their employee number to obtain a temporary badge. Security Operations will verify that the SMUD Workforce Personnel is still employed with SMUD prior to issuing a temporary badge. All temporary SMUD Workforce Personnel badges are for single day use and must be returned to a security kiosk at the end of each business day.

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Security Operations will notify the SMUD Workforce Personnel's supervisor when a temporary badge has been issued. SMUD Workforce Personnel with temporary badges will contact their supervisor in order to access other areas. In the case of a contractor or vendor, the contract manager or person overseeing that vendor will be notified if a temporary badge has been issued. Temporary badges will only provide Standard Employee Access.

Return Badges

When an event occurs in which SMUD Workforce Personnel are determined to no longer be employed at SMUD, the Workforce Personnel's Supervisor will take steps to ensure that the former SMUD Workforce Personnel's badge is disabled within 24 hours by notifying People Services & Strategies. For employees/Contractors who are retiring, going on Extended Leave or separating at a future date who will no longer need access to SMUD Facilities, the employee/Contractor's Supervisor/Managers will collect all badges and keys issued to the employee/Contractor and return them to Security Operations for safekeeping until such time the SMUD Workforce Personnel returns to work or separates.

Lost or Stolen Badges

All lost or stolen badges are treated with the same level of severity and expectations are as follows: SMUD Workforce Personnel must report a lost or stolen badge to Security Operations so the badge can be de-activated. Upon verification of usage a notification to the SMUD Workforce Personnel's Supervisor or Senior Leadership will be made in a timely manner. SMUD Workforce Personnel can obtain a replacement badge with the approval of their Supervisor or Senior Leadership.

Related References
Administrative Policies

AP 05.03.02 – Background Investigations

AP 06.03.01 – Physical Security

AP 08.01.01 – CIP Cyber Security

Management Procedures

MP 05.03.02.100 – Background Investigations

MP 08.01.01.102 – CIP Access Management Program

Physical Security Plan

Glossary

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