



State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
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JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

MICHAEL V. COLEMAN  
DIRECTOR

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**To:** All Division of Administrative Services Employees  
**From:** Paula Dickens, Executive Secretary  
**Date:** 09 December 2022 *Paula Dickens*  
**Re:** Issuance of Agency Policy Statements

The following agency policy statement is hereby issued by the Director and effective on <insert date>:

<u>Index No.</u>	<u>Subject</u>
104.00	Access Cards

Please read each of these policies as soon as possible and upload the enclosed acknowledgement form to <https://forms.gle/tmy8LP9hMT8hxgyD9>.

Thank you for all that you are doing to deliver a premier level of service to our customer agencies.

Enclosure

cc: File



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES**

**EMPLOYEE ACKNOWLEDGEMENT FORM – WRITTEN INSTRUCTIONS**

I, the undersigned employee hereby acknowledges receipt of a copy of the West Virginia Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) listed below:

<u>Index Number</u>	<u>Subject</u>	<u>Effective Date</u>
104.00	Access Cards	12/12/2022

I, the undersigned employee acknowledges 1) that the above listed policy statement(s), staff notice(s), and/or job guide(s) are a condition of my continuing employment with the West Virginia Division of Administrative Services; 2) that I understand the effective dates of these policy statement(s), staff notice(s), and/or job guide(s); 3) that I am hereby instructed to contact my immediate supervisor if I have any questions concerning these policy statement(s), staff notice(s), and/or job guide(s); and 4) that all Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) will be available on the agency's website, in compliance with Division of Administrative Services Policy Statement 100.00, for viewing at any time.

Employee's Name (Print or Type) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**UPLOAD THE FORM BY USING THE LINK BELOW**

<https://forms.gle/tmy8LP9hMT8hxgyD9>



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: ACCESS CARDS**

**INDEX NUMBER: 104.00**

**EFFECTIVE DATE: December 12, 2022**

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**PURPOSE:** To establish and maintain mechanisms regarding electronic access cards issued by the Division of Protective Services (hereinafter DPS) to Division of Administrative Services (hereinafter DAS) employees.

**REFERENCE:** West Virginia Code §15A-2-1 et seq.

**RESPONSIBILITY:** None.

**CANCELLATIONS:** Any previous written or verbal instruction on this subject.

**APPLICABILITY:** All DAS employees, to include full-time, part-time, temporary, contractual, and vendors.

**DEFINITIONS:** **Access Cards:** Electronic proximity cards or access cards programmed and issued by DPS.

**POLICY:**

- I. Keys will not be issued for the entry doors to DAS's office building without the approval of the DPS Director and DAS Director.
- II. DPS manages access card control for most secure and non-secure state buildings, including the building housing all DAS offices and employees. All forms related to DPS's proximity or access card program will be specified by DPS.
- III. **Agency Card Access Coordinator(s)**

The Director's Executive Secretary is designated as DAS's agency card access coordinator. The Deputy Director's secretary is designated as DAS's back-up agency card access coordinator. Duties include:

- A. Approve all DPS required forms related to a request to issue access cards.
- B. Notify DPS when a DAS employee transfers to another state entity or leaves state employment or whenever a DAS employee's access to state buildings has been suspended by DAS's Director.

C. Notify DPS whenever a key or access card is reported lost or stolen.

#### IV. Employee Responsibilities

A. Complete DPS required forms in an accurate, complete, and timely manner.

B. All access card holders must:

1. Use access card daily to enter the work site. *Note: DPS has established programming protocols that may automatically disable some or all a particular card's features after it not being used for a certain number of days. The best way to avoid this is to swipe your card every day that you work at the office. If teleworking, plan to report to the office at least once every 30 days to swipe your card.*
2. Secure entry doors immediately upon entry of a locked state building.
3. Do not allow "tailgating" (card swiping and holding doors for other individuals who may be attempting to enter a space for which they are not approved.) Individuals without access cards need to be screened by the Capitol Police Officer at the main entrance to the building.
4. Never loan a key or access card to another individual.
5. Never duplicate or attempt to duplicate a key or access card.
6. Protect keys and access cards from theft and loss.
7. Notify their supervisor and the Agency Card Access Coordinators of a loss or theft of key or access card within 24 hours. Lost access cards can be remotely turned off, preventing unauthorized access, so notification is critical.

#### V. Payment to Replace Lost or Stolen Cards

DPS requires an employee to pay a fee to replace a lost or stolen access card. The fee is established by DPS. DAS will pay this fee one time only on behalf of an employee reporting theft or loss of an access card. The employee is responsible to pay this fee by check to DPS the second and all subsequent times an employee reports an access card lost or stolen.

**ATTACHMENTS:** None. Forms will be specified by DPS.

**APPROVED SIGNATURE:**



**Michael V. Coleman, Director**

December 12, 2022

**Date**