



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: September 26, 2020

TO: Parks and Recreation Department Staff

FROM: Andrew Field, Director, Parks and Recreation Department

SUBJECT: Parks and Recreation Facility Security Access Code Procedures

The following outlines procedures for issuance and use of facility security access codes to Parks and Recreation Department (P&R) facilities throughout the City. Such facilities include recreation centers, municipal and joint use pools, municipal golf courses, and public-facing buildings in Balboa Park and any other public facility where City staff require access for administration, ongoing recreation, and/or maintenance.

Roles

- Employee – P&R staff member (see list of identified classifications below) assigned to manage a facility that has a security service such as a building or site alarm.
 - Municipal Employees Association (MEA)
 - Administrative Aide II
 - Area Manager
 - Assistant Management Analyst
 - Assistant Recreation Center Director
 - Associate Management Analyst
 - District Manager
 - Golf Course Manager
 - Golf Starter
 - Grounds Maintenance Supervisor
 - Payroll Specialist I & II
 - Recreation Center Director I, II & III
 - Recreation Leader
 - Recreation Specialist
 - Senior Management Analyst
 - Supervising Recreation Specialist
 - Swimming Pool Manager
 - Local 127
 - Aquatics Technician I & II
 - Custodian I, II & III
 - Grounds Maintenance Worker I & II
 - Other classifications may be assigned if deemed operationally necessary.
- District Manager or Equivalent – P&R supervisory or management staff member assigned to provide codes to Employee; this may role include Project Officer II, Senior Planner, and Golf Course Manager
- Division Security Liaison – P&R division analyst or administrative professional assigned to manage the Vendor contract and request alarm codes

- Vendor – security company hired by the City to provide building alarms and other measures to ensure park sites are secure and safe during non-hours of operation

Access Code Guidelines

The Department will assign and manage facility security access codes per the following:

- District Manager or Equivalent will request an access code from the Division Security Liaison for an Employee whose role requires use of a secured facility.
- Division Security Liaison will assign a unique security code to Employee.
- No P&R Staff may share their unique security access codes with anyone, including other employees, leaseholders, or permittees.
- If an Employee loses or forgets their security code or must access a facility after operating or shift hours, the Employee must immediately inform their District Manager or Equivalent. The Division Security Liaison will request the security vendor to resend the unique code for lost/forgotten codes. Only the designated Division Security Liaison may request a code.
- Upon Employee separation from the Department, the District Manager or Equivalent will inform the Division Security Liaison to delete the security access code of the departing Employee.
- Employee will not store their security code number within maintenance records and other logs within Department records. It is the sole responsibility of the Employee to maintain and protect their unique security access code.

Each District Manager or Equivalent shall ensure that Employees acknowledge that facility security access codes are unique and are not to be shared with others. Staff outside of the Parks and Recreation department (such as Real Estate Assets – Facilities), will be provided their own access codes for access into Parks and Recreation facilities after operating hours or when staff are not present.

Disciplinary Action

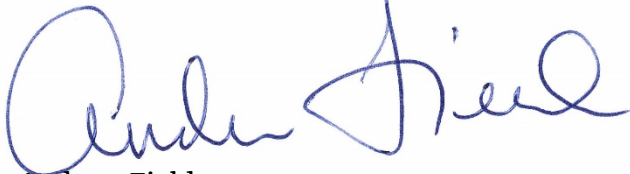
Employees may be subject to discipline for failing to maintain confidentiality of their unique security access code. Additionally, Employees may also be subject to discipline for intentionally working around the security system including but not limited to failing to activate the alarm system when closing for the day or entering a maintenance code or another employee's code, instead of the code assigned to them.

If a District Manager or Equivalent, Employee's direct supervisor, or other staff suspects an employee has improperly accessed a facility, the Employee must be contacted immediately, and the Employee's direct supervisor shall investigate the circumstances surrounding facility access. Any ensuing disciplinary action shall follow established Department and City protocol, which includes notifying the Appointing Authority and the P&R Administrative Services Program Manager of any specific actions taken to rectify inappropriate employee conduct.

Facility Access Audits

Division Security Liaisons will provide facility access reports to District Managers and other designated supervisors for their review. Reports will be reviewed every other week to ensure facilities are in use by the appropriate staff during normal operating hours that may vary depending on rental permits, special events, or maintenance projects.

Thank you for doing your part to keep park facilities secure and safe.



Andrew Field
Director
Parks and Recreation Department

I, _____, have read this memorandum and understand that the facility access code assigned to me is unique and shall not be shared.

Employee Signature

Date

Supervisor Name and Signature

Date