

EXECUTIVE ORDER NO. 6

TO: All Agencies under the Mayor
FROM: Wellington E. Webb, Mayor
DATE: February 4, 2003
SUBJECT: Facilities Security and Identification Card Policy for Occupants
And Users of City and County of Denver Facilities

Purpose: This Executive Order establishes the policy of the City and County of Denver for obtaining City and County Employee Identification Cards, and establishes security measures for City and County buildings and leased buildings and will apply to all occupants, tenants and users of those buildings. Executive Order Number 50 dated August 27, 1974, subject "Identification Cards" as well as Memorandum attachments and Executive Order No. 6 dated March 12, 1958; subject "Security Measures, City and County Building" as well as all memorandum attachments are hereby cancelled and superseded by this Executive Order.

- 1.0 **Authority.** The applicable authority relevant to the provisions and requirements of this Executive Order 6, is found in Section 2.2.10 of the 2002 revised Charter.
- 2.0 **Delegation of Authority:** Where the City Charter provides exclusive authority to Departments/Agencies other than General Services for the operation of City facilities, such Department Heads hereby delegate authority to implement this Executive Order to General Services with the exception of those exemptions listed in paragraph 3.0.
- 3.0 **Exemptions:** The following Departments/Agencies are exempt from the provisions of this Executive Order:
 - 3.1 Department of Safety
 - 3.2 Department of Aviation
- 4.0 **Security of City and County of Denver Facilities:** The Director of Public Office Buildings is responsible for coordinating security in all facilities directly under the Mayor unless otherwise exempt by this Executive Order. Those not directly under the Mayor, must have policy and procedures in place that will be sent to the Director of Public Office Buildings for review and comment.

5.0 **Issuance of Employee Identification Cards:**

5.1 **Full Time and Part Time Employees.** These employees fall into two categories; those requiring access and therefore cards and those who do not requires access and therefore do not require cards.

5.2 **On call/Seasonal employees:** Due to high turnover, On-Call and Seasonal employees will only be issued a control badge for specific facility visits. Those badges will be controlled as detailed in attached Memoranda.

6.0 **Responsibility for Issuance of Badges/Credentials:** The Director of Public Office Buildings is assigned the responsibility for providing Identification and access for City employees with the following exceptions: Departments/Agencies that have unique badge or credential requirements as determined by other federal/state laws or policy requirements.

5.0 **Policies and Procedures:** Managers of Departments/Agencies requesting the issuance of specialized badges, identification and credentials will ensure that written policies and procedures are in place to protect City property, and will administer the program within that Department/Agency. These policies and procedures should be at a minimum, what is required by the Memorandum Attachment to this Executive Order.

6.0 **Costs for Badges:** The costs of administering this program will be charged back to the Department/Agency where the employee is employed using Internal Billing Transfers.

7.0 **Display of Badges/Credentials:** Policies for display of the City Identification Badge, or Identification Cards will be determined by each Appointing Authority with specific regard to safety and security issues.

8.0 **Exempt Security Badge Issuance:** The Manager of General Services is the approving authority for exempt security badges. An exempt security badge allows the following classes of judges, officers, employees and attorneys exempted from passing through the security devices and subjecting their person, packages, briefcases, and other containers brought into or upon City property from scanning and passage through X-ray devices:

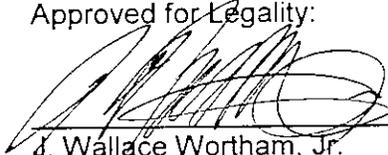
Judges of the Denver District Court
Judges of the Denver Juvenile Courts
Judges of the Denver County Court
Commissioned law enforcement officers of any local, State, or federal law enforcement agency
Sheriffs officers of the City and County of Denver
Attorneys and investigators of the Office of District Attorney and investigators of the City and County of Denver
Attorneys of the Prosecution Section of the City Attorney who are employees of the City and County of Denver
Attorneys who are in the employment or service of the Office of the Public Defender of the City and County of Denver

All persons exempted by this policy or subsequent administrative exemption shall carry identification issued by the City and County of Denver, to be presented to the appropriate security staff prior to passing around security devices. Law enforcement officers of local, State or federal agencies shall be permitted to display their authorized badge or authorized identification device in the same manner as prescribed above prior to passing around security devices.

Persons exempted requiring identifications cards shall request an application form from the Public Office Buildings Division (POB). The application will be forwarded to the to the Manager of General Services who will decide based upon the merits of the request when an exemption is in the best interests of the City.

- 9.0 **Memorandum Attachments**: The procedure(s) for implementing this Executive Order may be defined by Memorandum Attachments to the Executive Order which may become a part of the Executive Order. Further, Director of Public Office Buildings, who is responsible for the content of this Executive Order, shall have the authority to issue procedural Memorandum attachments relative to this Executive Order.

Approved for Legality:

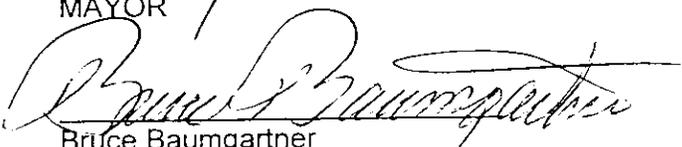


J. Wallace Wortham, Jr.
Attorney for the City and County
Of Denver

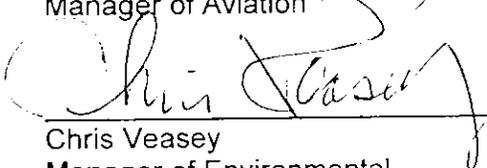
Approved:



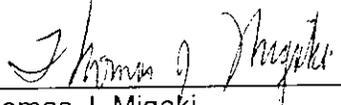
Wellington E. Webb
MAYOR



Bruce Baumgartner
Manager of Aviation



Chris Veasey
Manager of Environmental
Health



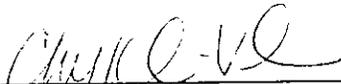
Thomas J. Migaki
Manager of General Services



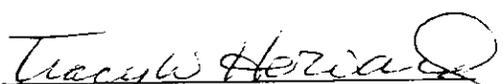
James E. Mejia
Manager of Parks & Recreation



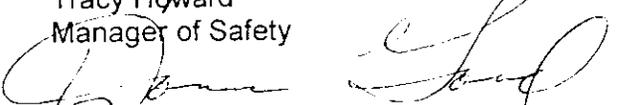
Stephanie A. Foote
Manager of Public Works



Cheryl D. Cohen-Vader
Manager of Revenue



Tracy Howard
Manager of Safety



Donna Good
Manager of Human Service

Memorandum No. 6A

TO: All Agencies under the Mayor

FROM: Wellington E. Webb, Mayor

DATE: February 4, 2003

**SUBJECT: Facilities Security and Identification Badge Policy for
Occupants And_Users of City and County of Denver Facilities**

This Memorandum shall be attached to and become a part of Executive Order No. 6 dated, February 4, 2003, subject, "Facilities Security and Identification Badge Policy for Occupants And Users of City and County of Denver Facilities".

**PROCEDURES FOR ISSUANCE AND MAINTENANCE OF IDENTIFICATION AND
SECURITY BADGES**

Effective Date and Applicability. The Rules and Procedures set forth herein, which become effective immediately, shall apply to any entrance to and/or exit from City and County of Denver Facilities (as defined in section 1.0 below) before 7:30 a.m. and after 6:00 p.m. Mondays through Fridays and during the 24-hour period on Saturdays, Sundays and Holidays. Entry to or exit from the City and County Facilities shall be subject to the following:

- 1.0 **Requirement of Identification Badges.** Agency and Department Heads will direct all employees within their agencies and departments who are regularly required to enter or leave the City and County Facilities, to obtain an Employee Identification Card. The following is a listing of City and County facilities:

City and County Building	1460 Cherokee Street
City/County Office Building	201 W. Colfax Ave.
Annex I	
(formerly Vis. & Conv. Bureau)	280 14th Street
McNichols Building	144 W. Colfax Avenue
Cherokee Boiler Plant	1348 Cherokee Street
C&C Chiller Plant	13th & Cherokee
Denver Art Museum	100 W. 14th Parkway
Minoru Yasui Building	303 W. Colfax Avenue
Permit Center	200 W. 14th Avenue
Richard T. Castro Human Svc.	
Bldg	1200 Federal Blvd.
Family Crisis Center	2929 W. 10th Avenue
Human Services Garage	
Water Board Garage	1330 Cherokee
Combined Communications	
Center	950 Josephine Street

Central Library	10 W. 14th Avenue Parkway
Police Administration Building	1331 Cherokee Street
Pre-Arrestment Detention Facility	1351 Cherokee Street
Sheriff's Impound Facility	5160 York Street
Vehicle Service Center/Bicycle Bur.	1930 35th Street
Television Studio	550 E. Iliff Avenue
Traffic Operations & Pistol Range	1390 Decatur Street
Police Transmitter	1930 35th Street
Police Garage	5440 Roslyn -Bldg. (A)
Police Academy/Video Unit	8895 E. Montview Blvd.
Police District 1 Station	2195 Decatur Street
New Police District 1 Station	
Police District 2 Station	3555 Colorado Blvd.
New Police District 2 Station	
Police District 3 Station	1625 S. University Blvd.
Police District 6 Substation	1566 Washington Street
New Police District 3 Station	
Police District 4 Station	2150 S. Clay Street
Metro Swat Team	550 E. Iliff Avenue
Urban Crime Bureau (Gang Unit)	2205 Colorado Blvd.
Police Liaison (Weed & Seed 1)	444 Inca Street
Police Liaison (Weed & Seed 2)	1812 E. 33rd Avenue
Decatur Building	1390 Decatur Street
Decatur Building-Peripheral Equip.	1390 Decatur Street
Roslyn Complex-Peripheral Equip.	5440 Roslyn
Roslyn-Bldg. (C)	5440 Roslyn -Bldg. (C)
Roslyn-Admin. Bldg.	5440 Roslyn -Bldg. (5)
Roslyn-Bldg. (E)	5440 Roslyn -Bldg. (E)
Roslyn- Guard Shack	5440 Roslyn Street
Roslyn-Bldg. (D)	5440 Roslyn -Bldg. (D)
South Cherry Creek Transfer Station	7301 E. Jewell Avenue
South Osage Transfer Station	2013 S. Osage Street
Public Works Broom Shop	1390 Decatur Street
Public Works	2506 W. Colfax Avenue
Public Works Asphalt Plant	5440 Roslyn -Bldg. (G)
Public Works Batch Shop	5440 Roslyn Street
Public Works Street Maint. Yard	4101 Havana Street
So. Cherry Creek Compaction Stat.	7301 E. Jewell Avenue

- 2.0 **Employee Responsibilities:** Employees will bring the ADM 92, Request for Employees Identification Card, and report to the Office of the Director of Public Office Buildings, hereinafter referred to as "the Director", where pertinent information from the form will be entered and a picture taken. Each employee is responsible for proper use and care of his/her identification/security badge.
- 3.0 **Presenting Employee Identification Card or Temporary Facilities Pass.** Security Personnel will review each badge to verify the identity of the badge holder with the picture on the badge upon entering City and County Facilities.
- 4.0 **Temporary Facilities Pass.** Security desk personnel will issue temporary facility passes to non-City personnel. Individuals will obtain a pass by surrendering valid photo identification upon entering each building and signing their name in a building ledger. The Temporary Facility Pass is valid only for the date shown thereon and never to exceed 72-hours. Upon exiting the building (and returning the temporary pass) photo identification will be returned.
 - 4.1 **Lost or Stolen City Identification Badges:** Lost or stolen identification badges shall be reported immediately to the Director and to the applicable agency supervisor. The supervisor shall notify the Director who in turn will alert security. A temporary pass will be issued to City employees who lose their identification badges. In cases regarding lost badges, the employee and his/her supervisor are expected to initiate a thorough search for the lost or stolen badge and will document the results of that search and forward the results by interoffice mail or email to the office of the Director. After review by the Director a replacement badge may be issued. An employee shall have only one valid identification/security badge. Lost identification cards will be disabled.
 - 4.2 **After-Hours Entrance.** When entry must be made into a facility and an individual does not have in his or her possession their City identification card, or a valid photo identification, the security guard on duty shall contact a facilities official (from a list of on-call personnel) to obtain clearance for after-hour entrance.
- 5.0 **Obtaining an Exempt Badge:** To obtain an exempt (red badge) identification/security badge, form "Application for Exempt Security Badge" must be approved and signed by the Manager of General Services.

- 7.0 **Surrender of Identification/Badge**: Upon the request of a duly authorized security guard, an immediate supervisor, or when placed upon suspension, investigatory leave, termination of City employment, transfer to another agency, or when issued another or subsequent security badge by another city agency with specific security requirements requiring an additional badge, the identification/security badge shall be surrendered to the requesting person and may be retained in certain circumstances. Upon termination, the Identification Badge shall be returned to the employee's supervisor before the final paycheck is issued. The badge will then be forwarded to the Office of the Director for retention, safekeeping, destruction or data update.
- 8.0 **Employee Doors**. An employee entry/exit door will be utilized, by all City employees at selected City and County Buildings, in order to safely segregate Judges, Magistrates, Prosecutors and Public Defenders from the subjects of their work and their families.



John I. Fickenlooper
Mayor

CITY AND COUNTY OF DENVER

Budget and Management Office

201 W. Colfax Ave., Dept 1010
Denver, Colorado 80202
Phone: (720) 913-5500
Fax: (720) 913-5599

MEMORANDUM

DATE: December 9, 2003

TO: Agency Executive Order Contacts

FROM: Mel Thompson, Budget Director 

SUBJECT: Notice of Technical Correction to Executive Order #6 ("Facilities Security and Identification Card Policy for Occupants And Users of City and County of Denver Facilities")

This will serve as notice of a technical correction to Executive Order #6, dated February 4, 2003. The paragraph numbering in the current executive order is in error. On Page Two, following the paragraph numbered "6.0 Responsibility for Issuance of Badges/Credentials," the next paragraph should be numbered "7.0." The one following that should be numbered "8.0," and so forth. The last paragraph in the executive order will then be numbered "11.0 Memorandum Attachments".