

**STATE OF ALABAMA**  
**Information Technology Policy**

**POLICY 652-01: CARD KEY ACCESS CONTROL**

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Computer systems and network equipment must be properly secured to prevent unauthorized physical access. This is accomplished, in part, by the use of network controlled and monitored physical access points whereby access into many buildings, offices, and parking areas on the Capitol complex is controlled by a centrally administered Access Management System.

**OBJECTIVE:**

Define the requirements and responsibilities for access card issuance and use.

**SCOPE:**

This policy applies to all organizations that utilize the Alabama Department of Finance Access Management System.

**RESPONSIBILITIES:**

**Agency Management, Information Technology Organization:**

Each agency within the Capitol complex that utilizes the Department of Finance Access Management System shall appoint an Access Card Coordinator.

**Access Card Coordinator:**

The Access Card Coordinator shall serve as the contact person for their agency for the issuance of access cards and is responsible for authorizing access, revoking privileges when necessary, collecting access card from departing card holders, and returning access cards to the Capitol Complex Access Management Office (Folsom Building; Suite 121).

NOTE: Agencies will continue to be billed as applicable until access cards are turned in.

**Individual Access Card Holder:**

- Notify the Access Card Coordinator of any change in access requirements.
- Turn in access cards and ID cards to the agency Access Card Coordinator if the card fails to work properly, if it becomes damaged (cracked or broken), or upon departure (inter-agency transfer, retirement, resignation, termination, loss of parking space, end of contract, etc.).
- Maintain accountability for the access card at all times; protect from loss, theft, or damage. If an access card or ID card is lost, immediately notify the agency Access Card Coordinator or the Department of Finance Information Services Division Help Desk at 242-2222.
- Card holders shall be responsible for paying a \$10.00 access card replacement fee.

**Access Management System Administrator (Information Services Division):**

- Issue access cards used with the Access Management System
- Program Access Management System parameters
- Coordinate billing information
- Respond to requests for access assistance

**ADDITIONAL REQUIREMENTS:**

Access cards are issued to State employees and contractors requiring after-hours access, access to facilities that are locked 24/7, or access to certain gated parking areas. Personnel not requiring an access card for access will instead be issued a photo ID card.

Access cards and ID cards are State property and are subject to the rules of use as determined by the issuing authority, as stated in this document, and any additional agency requirements.

Personnel requiring an access card or ID card shall complete a "Request for Access Card Authorization Form" and obtain agency Director or Access Card Coordinator authorization. The form must be completed before an access card or ID card will be issued.

Access cards and ID cards issued by the Department of Finance require a current photo. Photos shall be taken at the Capitol Complex Access Management Office.

Access cards are individually assigned and are authorized for use by the card holder only. Access cards are not transferable and until returned are the responsibility of the person to whom issued. If a card holder lends their card to another individual, access card privileges may be suspended or revoked.

**SUPPORTING DOCUMENTS:**

- Information Technology Policy 651: Physical Security

*By Authority of Director, Information Services Division, Department of Finance*

**DOCUMENT HISTORY:**

Version	Release Date	Comments
652-00	06/08/2011	Replaces Standard 650-01S2: Physical Access Control
652-01	10/23/2014	Revised scope and changed notification to ISD Help Desk