# STATE OF VERMONT
# DEPARTMENT OF PUBLIC SAFETY
# ADMINISTRATIVE DIVISION

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| **Policy Title:** | Security Access Policy | **Scope:** | Department Wide |
| **Section:** | General | **Original Issue Date:** | 10/2/2017 |
| **Policy#:** | A-GEN-004 | **Revision Date:** | 00/00/201N |

## PURPOSE:

The Vermont Department of Public Safety (DPS) is a diverse department encompassing six divisions which include Administrative Services, the Vermont State Police, Vermont Emergency Management, Vermont Forensic Lab, Criminal Justice Services, and the Division of Fire Safety. This security access policy defines our process for maintaining building access clearance.

## DEFINITIONS:

**Personally Identifiable Information (PII)** means information that can be used to distinguish or trace and individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

**Protected Personally Identifiable Information (Protected PII)** means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, band numbers, biometrics, data and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.

**Security** Secures or makes safe. Safeguards taken to protect our assets and business processes from undesignated access and use.

## REFERENCES:

State of Vermont Department of Finance and Management "FY 2017 Self-Assessment of Internal Control," located on the Vermont Department of Finance website: http://finance.vermont.gov/

State of Vermont Department of Finance and Management "Fixed Assets Internal Control" – Best Practices BP-06, located on the Vermont Department of Finance website: http://finance.vermont.gov/

DPS "Fraud, Waste, & Abuse Prevention and Detection Policy," A-GEN-002, located on the VIBRS webpage: http://vibrs.dps.state.vt.us/

DPS "Privacy Policy" A-GEN-001, located on the VIBRS webpage: http://vibrs.dps.state.vt.us/

## GENERAL STANDARDS:

*Building Access Security*

The Agency of Digital Services (ADS) staff assigned to DPS headquarters administers the security clearance for building access through a badge system. Individually assigned badges grant clearance to specific building and building ranges for an individual's work assignment requirements. Card readers that control the locks on doors in the buildings allow clearance for the selected area. A list of all cards is stored in a Department of Buildings and General Services (BGS) database. Public Safety may obtain a current list if they request one from BGS.

ADS receives information regarding new employees, employee job changes, and the termination of employees from the Human Resources Department. ADS receives requests to add, alter or remove a non-employee badge access from division managers and directors. This information is used to activate or deactivate card clearance.

Temporary badges are maintained at the front desk of all buildings to grant clearance for guests. A log is maintained of who is granted entrance and the time period they were present. All visitors with a temporary badge must be chaperoned through the building by a DPS employee.

As our technology advances so does the necessity for more advanced internal controls to maintain security. Physical keys and locks is no longer enough to maintain security on a daily basis. Employee's must utilize sensitive information, process cash, and our buildings are filled with the equipment we use to perform our duties. Addressing security on a clearance level is an advanced way to grant or deny access to physical assets and areas with department documents.

Each division is responsible for maintaining additional policies for safeguarding assets and confidential information within their area. This policy for building security access combined with our various policies and procedures maintained by all divisions to address security encompasses our overall security access internal controls for DPS.

*Safeguarding of Assets*
Please see DPS Fraud, Waste, & Abuse Prevention and Detection Policy, A-GEN-002 for safeguarding of assets defined as securing and restricting access to equipment, cash, inventory, or confidential information to reduce the risk of loss or unauthorized use. It states that all internal operations should be designed with policy and procedure written to include the safeguarding of assets.

*Cash Receipts*
Please see DPS "Cash Receipts and Deposits Policy" A-AR-001 which defines cash receipts as: currency, coins, checks, money orders or other negotiable instruments. This policy sets safeguards for cash handlers by setting standards for the timeliness of deposits, restrictively endorsing checks "for deposit only," physical security prior to deposit (safes, locking cabinets, etc.), location of cash receipts being limited and restricted to designated employees only, and other internal control procedures.

**SIGNATURE:**

10/4/17
Date

Commissioner or Deputy Commissioner
Department of Public Safety