

### Warehouse Access and Security Camera Review

POLICY NUMBER: GSD-SFP-04	EFFECTIVE DATE: March 31, 2017	APPROVAL AUTHORITY: State and Federal Surplus Services Manager
REVISED DATE: N/A	REFERENCES: N/A	

#### I. **PURPOSE & SCOPE:**

The purpose of this policy is to define how State and Federal Surplus Services (State Surplus) manages access to the warehouse and how State Surplus security camera footage is utilized by State Surplus employees.

#### II. **POLICY:**

##### Warehouse Access

- A. Warehouse access is managed by access credentials assigned to an employee's or contractor's identification card issued by the Department of Administrative Services (DAS).
- B. Warehouse access credentials shall be assigned only to the following individuals:
  - i. State Surplus employees;
  - ii. Supervisors overseeing the State Surplus program;
  - iii. Facility management, security, and janitorial employees and contractors responsible for the warehouse; and
  - iv. Other employees or contractors needing warehouse access to perform job duties or functions.
- C. Those identified in Section II (B) (iv) may only gain access to the warehouse by submitting a written request to the State Surplus Manager.
- D. State Surplus will annually review and revise the access list, removing those who no longer need warehouse access to perform job duties or functions.

##### Security Camera Review

- A. When State Surplus has reason to believe that unusual or unreasonable activity has occurred within the warehouse, OPF shall be contacted in order to obtain security camera footage. In such cases, State Surplus shall conduct reviews of security camera footage as soon as possible.

**III. PROCEDURES:**

- A. Individuals requesting access to the warehouse must submit a request in writing to the State Surplus Manager for approval. The State Surplus Manager will coordinate with the DAS Office of Properties and Facilities (OPF) to add warehouse access credentials to the requestor's identification card. Anyone without warehouse access wishing to enter the warehouse will need to coordinate warehouse visits with State Surplus.
  
- B. OPF maintains responsibility for monitoring security cameras in the warehouse. Any unusual incidents are documented on an incident report and made available to State Surplus.
  
- C. If State Surplus deems it necessary to review security camera footage, the Surplus Manager will submit a written request to the DAS Security Administrator or Security Coordinator. The video will be sent electronically to the State Surplus Manager for review.