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|  | **Title**: | SECURITY | | **Policy #** | | G.4.01 |
| **Division:** | Administration | | **Page:** | | Page 1 of 2 |
| **Coroner Signature:** | |  | **NAME Reference:** | | A2a,A2b | |
| **Approved/Revised Date:** | | **02-16-2024** | **IACME Reference:** | | A4a,A4m, | |



**POLICY**:

To provide regulated access to the Ada County Coroner’s Office (ACCO) facility and information and a controlled system for keys and codes for authorized personnel, maintaining employee safety and information security. These security safeguards ensure that confidentiality, integrity, and employee safety are not compromised.

**PROCEDURE**:

1. **Employees**
   1. Exterior facility access points shall be equipped with a secure system of codes and/or keys provided strictly to ACCO employees and designated Ada County personnel at the time of hire and revoked upon separation of employment.
   2. Interior areas may be equipped with a secure system of codes and/or keys, which shall be provided only to those ACCO personnel with authorized access.
   3. Computer and internet access shall be equipped with a secure system of authorization and authentication in accordance with the Ada County *Computer Policy Statement*.
2. **Visitors** 
   1. Main Entrance
      1. Shall check in at the appropriate entrance and follow the sign in/out process.
      2. Employees shall identify the visitor(s), the purpose of the visit, and whom they are visiting.
      3. The appropriate staff member will be notified of the visitor, and they, or their designee, will greet the visitor at the entrance and escort them throughout their time at the facility. Upon completion of the visit, the staff member will escort the visitor to the appropriate exit.
      4. Preauthorization by the Coroner, or designee, may be given to vendors, allowing check in/out and access to areas of the facility without an escort.
   2. Morgue Intake and Release
      1. Shall check in at the appropriate entrance and follow the sign in/out process.
      2. Shall be accompanied by Forensic Division personnel while inside the facility.