



Facility Management

600 E. Blvd. Avenue Dept. 130 4th Floor 701-328-2471
Bismarck, ND 58505

Page Number: 1 of 1
Effective Date: 8/11/16
Policy Number: 06-92

SUBJECT: Capitol Complex Keys and Card Access

All Capitol complex buildings are controlled and secured by a master key locking and card access system managed by the North Dakota Highway Patrol.

Secure card access is required to enter a building through employee entrance only doors and during non-working hours (see After-Hours Access policy) and requires completion of [Key/Card Authorization SFN 52180](#).

Each agency will designate an individual to request keys/cards and ensure their return upon employment termination.

Keys/cards issued to an employee are the responsibility of that employee, and should be reported immediately if lost or stolen.

Handwritten signature of John Boyle in blue ink.

John Boyle
Director of Facility Management

Handwritten date "2-13-2018" in blue ink.

Date