

**Polk County Wisconsin
PHYSICAL SAFEGUARDS
Facility Access Controls Policy
45 CFR §164.310 (a)(1)
Required**

Policy 602.P

Effective Date: October 12, 2004 Revision Date:

Policy

- A. Polk County Government will implement policies and procedures to limit physical access to its electronic information systems and facility or facilities in which they are housed, while ensuring that properly authorized access is allowed. Facility means the physical premises and the interior and exterior of a building(s).
- B. The Information Technology Department, in coordination with the Privacy Officer and the Director of Buildings, will be responsible for development, implementation and monitoring policies and procedures to limit physical access to Polk County Government's electronic information systems and facility or facilities in which they are housed, while ensuring that properly authorized access is allowed as required by the Security Rule.
- C. Facility access controls will include the following:
 - 1. Contingency Operations: Policies and procedures that allow facility access in support of restoration of lost data in the event of an emergency.
 - 2. Facility Security Plan: Policies and procedures to safeguard equipment and facility from unauthorized physical access, tampering and theft.
 - 3. Access Control and Validation: Policies and procedures to control and validate a person's access to facilities based on their role and function and control of access to software programs for testing and revision.
 - 4. Maintenance Records: Policies and procedures to document repairs and modifications to the physical components of a facility, which are related to security.