

**8-207. Facilities; identification badges; visitors.**

Only authorized individuals are allowed to enter secure areas of state facilities that contain information technology infrastructure. Those individuals will be issued an electronic ID badge. All authorized individuals are required to scan their ID badge before entry into these secure areas. ID badges must be visible, and staff are encouraged to question anyone they do not recognize who is not wearing a badge. Staff who forget their badges will be issued a temporary badge after management approval. Temporary badges must be returned at the end of the day.

All visitors are required to sign a visitor's log, including the following information: name, organization, signature, purpose of visit, date, time in, time out, and person to see. Visitors will be assigned a temporary badge that must be visible at all times. Visitors are not allowed into secure areas such as data centers. If it is necessary for a visitor to enter a secure area, they must be escorted at all times. When exiting the facility, the visitor must sign out and return the badge while under staff supervision.

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**History:** Adopted on July 12, 2017.

**URL:** <http://nitc.nebraska.gov/standards/8-207.pdf>