

## **0250.01 Security Measures at State Facilities**

Issued January 6, 1997

SUBJECT: Security Measures at State Facilities

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To provide a safe work environment for employees, tenants and visitors

CONTACT AGENCY: Department of Management and Budget (DMB) - Facilities Administration (FA)

TELEPHONE: 517/373-6227

FAX: 517/335-3422

SUMMARY: Executive Branch Departments and Sub-units must comply with security procedures, rules, and regulations for the safety of employees, tenants and visitors to facilities under the jurisdiction of DMB.

APPLICABLE FORMS: DMB-624, Security Access Record

PROCEDURES:

### **GENERAL INFORMATION:**

- DMB Facilities Administration manages the security of state facilities under its jurisdiction. State employees are issued employee identification / facility access key cards to access state buildings. DMB also manages security guards, video surveillance, locksmithing and other security systems to ensure the safety of employees and visitors in state facilities.
- DMB also governs rules and policies that apply to emergencies, parking, special events, and conduct on state property.
- Agencies operating within DMB facilities shall appoint an "Authorized Representative" within the agency to coordinate the authorization and distribution of Employee ID / Facility Access Key Cards and keys for their employees. This person's signature shall be maintained on file with DMB FA.
- Every assistance will be given by FA to recover any articles or personal property missing from departmental offices. Strict orders have been given to maintenance and janitorial personnel that no office or personal properties are to be disturbed except as required in carrying out assigned duties. In non-FA-operated buildings, procedures are as established by the building manager.
- Employees should be cautioned against leaving money and valuables in accessible places. Promptly report all losses to your facility manager. If personal property is damaged due to a careless act or neglect by DMB employees or contractors, a claim may be filed with the State Administrative Board. Contact your facility manager for information or assistance.
- Regarding solicitations in State-owned office buildings - See Rules of Conduct on State Property, Administrative Guide Procedure 0210.06.

### **EMERGENCY CLOSURE OF A STATE FACILITY:**

- As designated by the Governor, DMB will act as the control point in case of emergency situations that affect State operating space and employees (See Procedure 0240.01).

**FACILITY ACCESS:**

Employee ID/Facility Access Key Cards and Facility Keys

- State agencies and/or employees may request access to secure facilities by submitting a DMB-624 form signed by the agency's Authorized Representative via the DMB Facility Manager.
- State employees and other individuals assigned to work in state facilities shall be required to obtain and display at all times a DMB-issued Employee ID or electronic Facility Access Key Card according to DMB Security and Emergency Management Division Policy and Procedure 300.21. A copy of this procedure is available by calling 517-373-6227 or via the Intranet at <http://connect.michigan.gov/dmb> and clicking on "Services" and "Building Security and Emergency Management."
- A current identification card must be presented to security personnel when entering any building with a posted security guard, if applicable.
- Employees and agencies in DMB facilities may request keys according to DMB Security and Emergency Management Policy and Procedure 300.40. A copy of this procedure is available by calling 517-373-6227 or via the Intranet at <http://connect.michigan.gov/dmb> and clicking on "Services" and "Building Security and Emergency Management."
- A lost key must be reported immediately in writing to the facility manager. This report must include the circumstances of the loss.
- Employee ID/Facility Access Key Cards and facility keys are to remain the property of the State of Michigan and must be returned to the appropriate agency human resource office upon separation of employment. Agency human resource offices will forward all returned keys, ID and Facility Access Key Cards to DMB Access Control, Joint Operations Center, 615 West Allegan Street, Lansing, Michigan.
- Any employee or person gaining unauthorized entry into a facility shall be reported to the State Police for immediate action.
- In leased space, contact the building manager or owner.

After Hours Access

- Concerning control of after-hours access, protection of State property, restriction of demonstrations, prevention of animal access, and coordination of displays in public areas are covered by the rules of Conduct on State Property, filed with the Secretary of State on May 25, 1982; § 4 of Public Act No. 51 of 1948. (See Procedure 0210.06).
- Employees will be allowed to enter State-owned buildings and departmental areas after normal working hours only for official business.
- To prevent difficulties, agencies shall contact their facility manager prior to scheduled after-hours work and inform them of the employees' and/or contract employees' names and the times they will be inside the building. This policy shall supersede that of any other State agency, and shall be considered an additional security measure with regard to

after-hours use of State-owned buildings. This procedure is not exclusive to State employees and shall be applied as well to contractors scheduled to be in the building after hours (i.e., copy machine repair, computer repair, etc.)

- Employees unsure of the proper after-hours entrance to the facility should contact the appropriate facility manager.

#### Miscellaneous Access Issues

- Employees or contractors will not be allowed to remove state property from the buildings without approval from an authorized official of the department involved. If permission is given to remove state property, the state security personnel will record the name of the employee or vendor, and the type of property removed.
- Courier and delivery personnel accessing state facilities must do so according to DMB SEM Policy and Procedure 300.25 – “Courier/Vendor Delivery and Pickup at State-owned Facilities.”
- Contractor access to DMB facilities shall be coordinated according to DMB Security and Emergency Management Policy and Procedure 300.50 – “Business Hour Project-Related Contractor Access to State-Owned DMB-Managed Facilities.”
- Meetings held in state facilities which qualify as “open meetings” under the state’s Open Meetings Act, Public Act 267 of 1976 shall be conducted according to DMB SEM Policy and Procedure 301.01 – “Public Access to Open Meetings in State Facilities.”

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