

	Cybersecurity and Infrastructure Protection Policies and Procedures	Document #: 300.34	Page: 1 of 6
		Effective: 10/15/12	Reviewed:
		Distribution:	Due for Revision: 1 yr
	Division: Office of Infrastructure Protection		
	Chapter: Security Operations		
Subject: Notification of Threat to State Agency and/or Employee			

Authority

In accordance with Public Act 431 of 1984, "The Management and Budget Act" as amended, the Department of Technology, Management and Budget is charged with the oversight of security, access control, life safety systems and parking at facilities operated by the department.

References

Public Act 431 of 1984

Purpose

To establish uniform procedures for the notification of threats against a state agency and/or employee in DTMB-managed facilities.

Application

All State Agencies

Definitions

- A. *Business Function*
Office, area, operation or unit within the section that serves customers in a specific capacity. For example, Customer Service, Safety and Security Services, Central Control, etc.
 - B. *Business Function Manager*
The supervisor of an office, area, operation or unit within the section that serves customers in a specific capacity. For example the Customer Service, Safety and Security Services, or Central Control supervisor.
 - C. *Individual of Concern*
A person believed to be a threat to a DTMB-managed facility or its occupants based on credible and verifiable information received by a Departmental Human Resources Director or their designee.
 - D. *Office Policy*
A formal statement of the Office of Infrastructure Protection's philosophy to guide and determine operational decision-making.
 - E. *Personal Protection Order (PPO)*
A court-issued, legal document that provides an individual with protection against the unauthorized access to a protected individual's person or property by a specific individual.
 - F. *Security Alert*
-

Notification issued to State Security on behalf of a Departmental Human Resources Director or their designee which provides information regarding an Individual of Concern and actions to be taken if the individual appears at a specified secure facility.

- G. *Security Program Coordinator*
DTMB, Office of Infrastructure Protection employee responsible for security planning and coordination in DTMB-managed facilities.
- H. *Standard Operating Procedures (SOP's)*
A detailed list of specific activities or actions required to implement and enforce Office Policies.
- I. *State Security*
State police officers, security officers and other civilian guards employed by DTMB.
- J. *State Security Supervisor*
State police officers, security officers and other civilian guards employed as a lead worker or main point of contact.
- K. *Threat*
Communicated intent to inflict harm or loss on another person(s) or property.

Section Policy

- A. Notification of a threat will be directed to DTMB Office of Infrastructure Protection by State of Michigan Departmental Human Resources Director or their designee in cases where a threat is made against the agency and/or an employee, which may require the assistance of local law enforcement or issuance of a security alert.
 - B. The DTMB Security Program Coordinator, based on the available information relating to the threat, determines and recommends the appropriate course of action.
 - C. If applicable, the Departmental Human Resources Director may provide a copy of a personal protection order (PPO) issued to a state employee to assist with the development of a security alert.
 - D. The DTMB Security Program Coordinator will maintain a computerized database for threat notifications.
 - E. DTMB Office of Infrastructure Protection will create and issue a Security Alert for reported threats if appropriate.
-

Notification of Threat to State Agency and/or Employee

Immediate Threat to Life and Health Procedure

A. Departmental Human Resources Reporting Procedure

1. The notification of a threat will be initiated via phone call to DTMB Central Control – 517- 373-0190 by a Departmental Human Resources Director or their designee. The notification will include:
 - a. A detailed description of the threat.
 - i. Description of any suspect (i.e. physical description of the person including name, aliases, age and date of birth if known)
 - ii. Description of pending action/event
 - iii. Location
 - b. Action taken by agency – if any
 - c. Point of contact including phone number for questions

B. DTMB Central Control Procedure

1. Upon receipt of call, DTMB Central Control staff member will immediately notify DTMB Security Program Coordinator or backup and provide relevant details

C. DTMB Security Program Coordinator Procedure

1. Review details of reported threat
2. If warranted, direct DTMB Central Control to notify Michigan State Police
3. Contact reporting agency point of contact to confirm details of the reported threat
4. Provide agency point of contact with a report of actions taken by DTMB Office of Infrastructure Protection
5. Notify State Security Supervisor of the reported threat, if applicable

D. State Security Procedure

1. Upon notice of threat from DTMB Security Program Coordinator; State Security supervisor will:
 - a. Alert staff and provide available details of the reported threat
-

- b. Direct staff to report any unusual activity
2. State Security Officers in DTMB-managed facilities will:
 - a. Immediately take up a position that will allow for maximum visibility of their surroundings
 - b. Immediately report any unusual activity to their supervisor
 - c. Assist local law enforcement as requested

General Threat Procedure

- A. Departmental Human Resources Reporting Procedure
 1. For general threat, email notification to DTMB-Security@michigan.gov with the word "threat" in the subject line. Please include the following information:
 - a. A detailed description of the threat
 - i. Description of any suspect (i.e. physical description of the person including name, aliases, age and date of birth if known)
 - ii. Description of pending action/event
 - iii. Location
 - b. Action taken by agency – if any
 - c. Point of contact including phone number for questions
 - B. DTMB Security Program Coordinator Procedure
 1. Review details of reported threat
 2. Direct State of Michigan Departmental Human Resources Director or their designee to submit a formal request for the issuance of a Security Alert. Reference DTMB Facilities Administration Policy 04-300.12 - Security Alert Request and Issuance if appropriate
 - C. Business Function Managers will:
 1. Ensure that all SOP's are in compliance with Office policy;
 2. Ensure that all SOP's are prepared in accordance with the approved format;
 3. After approval by the Office Director, disseminate SOP's to the designated staff and, when appropriate, to customers prior to implementation;
-

4. Verify that forms used for implementation of an SOP are numbered according to this policy and contain an updated revision date; and
5. Ensure that a copy of the SOP's is maintained in;
 - a. The Office of the Office Director;
 - b. The Office of the Facilities and Business Services Director;
 - c. The Chief Deputy Director's Office where appropriate;
 - d. Other locations as deemed appropriate in order to facilitate employee access to the necessary information

NOTE: Restricted Access SOP's shall not be placed in areas accessible to the public.

E. Acknowledgement of Reading and Understanding

Each employee will read the business function SOP's and acknowledge having done so by signing an acknowledgement. This acknowledgement will be maintained in their personnel file.

Implementation

This policy and procedure is effective 14 days following the date signed by the Office Director. Each business function manager shall incorporate the content of this document into local policy and procedure. All business function policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Office Director.

10/1/2012

Date

Jason P. Nairn

Jason P. Nairn, Director
Office of Infrastructure Protection Department
of Technology, Management and Budget