

## 0250.06 ID/Access Cards

Issued: August 10, 2015  
Revised:

### PURPOSE

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To establish uniform procedures for the proper display of DTMB-issued ID/Access Cards and the issuance of a Temporary Visitor Pass when DTMB-issued ID/Access Cards are not available, in DTMB-managed facilities (state-owned).

### APPLICATION

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Executive Branch Departments and Sub-units located in DTMB-managed (owned) facilities.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
Cybersecurity and Infrastructure Protection (CIP)  
Office of Infrastructure Protection (OIP)

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### SUMMARY

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

### APPLICABLE FORMS

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None.

### DEFINITIONS

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**Contract Employee** – Any person working in a DTMB-managed facility that is not employed by the state of Michigan (SOM). For example: copy machine repairman, custodial employee, temporary employee working for an agency.

**DTMB-Managed Facility** – Facility owned by the SOM that is maintained and operated by DTMB personnel.

**Access Card** – An identification card that contains electronic components which allow the card, when used in conjunction with the appropriate card reader, to serve as an electronic key for pedestrian and vehicle doors and/or gates. This card is for use in the identification of individuals as state employees or contractors.

**Identification (ID) Card** – An identification card that does not contain electronic components issued by DTMB or use in the identification of individuals as state employees or contractors.

**Security Program Coordinator** – DTMB Office of Infrastructure Protection (OIP) employee responsible for security planning and coordination in DTMB-managed facilities.

**State Security** – State police officers, security officers, and other civilian guards employed by DTMB.

**Temporary Visitor Pass** – A pass issued by DTMB for use as identification when DTMB-issued ID/Access Cards are not available.

## **PROCEDURES**

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State of Michigan (SOM) employees must visibly display their DTMB-issued ID/Access Card on their person at all times when accessing DTMB-managed facilities. Individuals that fail to display their DTMB-issued ID/Access Card shall be stopped by State Security and asked to adhere to this policy. Individuals unable to produce their DTMB-issued ID/Access Card shall be required to receive and display a Temporary Visitor Pass and be escorted into the facility by a SOM employee. State employees and visitors attempting to access DTMB-managed facilities without a DTMB-issued identification shall be required to provide government-issued photo identification.

A state employee who obtains a temporary pass over the course of two consecutive weeks shall require supervisory authorization and escorting to enter the facility after that time. The name of the state employee shall be reported to the DTMB Security Program Coordinator by State Security staff.

DTMB-issued ID/Access Cards presented to access a DTMB-managed facility that do not represent the presenting individual, or are expired, shall be confiscated upon discovery.

State employees are NOT to grant other individuals admittance to any DTMB-managed facility without seeing proof of a DTMB-issued ID/Access Card. Individuals without a DTMB-issued ID/Access Card are to be directed to the facility's designated visitor entrance for assistance. Unaccompanied individuals found within DTMB-managed facilities are to be reported to State Security.

### **State Employee**

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- Display their DTMB-issued ID/Access Card while in DTMB-managed facilities at all times.

### **State Employee and Visitor**

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- State Employees who do not have their DTMB-issued ID/Access Card must check in with State Security in DTMB-managed facilities to request a Temporary Visitor Pass.
- Visitors to DTMB-managed facilities must check in with State Security to request a Temporary Visitor Pass.

## **State Security**

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- Ask for the individual's name and request to see their government-issued photo identification.
  - Individuals attending Open Meetings are not required to show identification (see OIP 301.01).
  - Individuals representing a contract company, courier, vendor or delivery provider must be listed on the company-submitted Contractor Clearance Sheet (DTMB-0453) (see OIP 300.25 and OIP 300.50).
- Ask the individual to sign the Daily Visitor Log.
- Fill in the Temporary Visitor Pass with individual's name as it appears on the government-issued photo identification.
- Assign the Temporary Visitor Pass a tracking number.
- Telephone a state employee (supervisor, meeting escort, etc.) and request an escort for the individual utilizing a Temporary Visitor Pass.

## **State Employee/Escort (supervisor, meeting escort, etc.)**

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- Sign the Daily Visitor Log in the "escort" column.

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