

	Effective Date:	10-01-2015
	Policy #:	G-05
	Supersedes:	09-12-2011
Subject: Building Access		Page: 1 of 2

PURPOSE

This policy provides building access standards for Department of Licensing and Regulatory Affairs employees.

POLICY

For security purposes, employees are issued a State of Michigan picture ID or Access Card. The ID/Access Card is used to properly identify employees and provide access to LARA office locations owned or managed by the State of Michigan Department of Technology, Management and Budget (DTMB). Employees assigned to a specific building have access to that specific building.

GUIDELINES

1. State of Michigan (SOM) ID/Access Cards are issued to State employees based on the Department of Technology, Management and Budget (DTMB) 624 Access Request and submitted to DTMB. State employees may be located in State-owned or managed buildings and in some instances located in private buildings or home offices.
2. Employees must always visibly display their state issued ID/Access Card when accessing DTMB-owned or managed facilities. Individuals unable to produce their state-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.
3. ID/Access cards are not to be loaned out to anyone.
4. Do not leave ID/Access cards unattended.
5. ID/Access cards must be turned in to the LARA Office of Human Resources (OHR) before separation of employment.

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6. All people visiting a state building must either display their State of Michigan ID/Access card or sign in at the guard station and provide a picture ID. Security guards are instructed to ask for proper picture IDs and to call the appropriate party or designated contact person for walk-in visitors who do not provide proper ID.
7. State of Michigan employees who display their ID/Access card may enter the building without signing in.
8. All personal deliveries (flowers, pizza, etc.) are restricted to a main lobby. The security guard will notify recipients of deliveries. Employees must make arrangements to pick up their deliveries in the lobby.
9. Caterers delivering food for meetings must be escorted to their destination by the organizer of the event.
10. State employees are not to grant other individuals access to any DTMB-owned or managed facilities without seeing proof of a state-issued ID/Access Card. Individuals without a card are to be directed to the facility's designated visitor entrance for assistance. Unaccompanied individuals found in DTMB-owned or managed facilities should be reported to facility Security.
11. The Standard Access hours are 6:00 a.m. – 6:00 p.m., Monday – Friday.
12. Other situations are handled on a case-by-case basis.

LOST OR MISPLACED CARD

Employees must complete a security access form (DTMB 624) with the appropriate signatures to get a replacement ID/Access Card. The LARA HR liaison or employee supervisor will access the form, direct the employee toward getting the appropriate signatures and provide appropriate locations for obtaining the replacement.