

**Treasury Documentation****Subject:** Treasury ID Cards and Passes for Employees/Visitors/Contractors**For:** EMPLOYEE HANDBOOK**Also See:** ET-03037; PT-03166**Identification** BT-03062

Bulletin

**Effective Date** 1-1-2006**Replaces** BT-03062 (10-1-2000)

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**Note:** This Bulletin covers both the Treasury Building (renamed Richard H. Austin State Office Building in 2006) and the Operations Center.

Permanent Employee	<ol style="list-style-type: none"> <li>1. Is issued pictured ID card.</li> <li>2. Displays ID card on person at all times when entering and working in the building.</li> <li>3. Returns ID card when separating from Department of Treasury.</li> </ol>
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Treasury Employee Who Forgets ID	<ol style="list-style-type: none"> <li>1. Is issued visitor pass for the day. (Supervisor verifies by phone.)</li> <li>2. Does not need escort to work areas.</li> <li>3. Returns visitor pass when leaving building.</li> </ol>
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Employee Escorting Visitor	<ol style="list-style-type: none"> <li>1. Comes to lobby and escorts visitor directly to designated area.</li> <li>2. When visitor is ready to leave, escorts visitor directly to security guard desk to return visitor pass.</li> </ol>
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Visitor/Contractor	<ol style="list-style-type: none"> <li>1. Goes directly to security guard desk and gives name, purpose for being in building, employer or organization name and phone number, and name of Treasury employee or unit to be visited.</li> <li>2. After security guard phones Treasury employee or unit to be visited and receives clearance, receives pass, and waits for Treasury employee to be escorted to area to be visited.</li> <li>3. Displays visitor pass on person while in the building.</li> <li>4. Accompanies Treasury employee, going directly to area to be visited.</li> <li>5. Upon completion of business, is escorted by employee directly back to lobby security guard.</li> <li>6. Returns visitor pass to security guard before leaving building.</li> </ol>
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**Note:** State employees with State ID's do not need to sign in and be escorted.

Visitor - Attending Meeting Under Open Meetings Act	<ol style="list-style-type: none"> <li>1. Goes directly to security guard desk and gives purpose for being in building.</li> <li>2. Receives a visitor pass from security guard.</li> </ol>
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**Note:** Security guard phones Treasury contact to escort visitor to meeting.

3. Returns visitor pass before leaving building to security guard.

**Subject:** Treasury Security, ID Cards and Passes for  
Employees/Visitors/Contractors

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Visitor -  
Lobby Area  
Only

1. A visitor does not need a visitor pass to enter and remain in the lobby area if he/she does not require assistance from a Treasury representative.

**End**