

## 0250.01 Security Measures at State Facilities

Issued: January 6, 1997  
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### PURPOSE

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To provide a safe work environment for persons working in, conducting business at or visiting facilities under the jurisdiction of DTMB.

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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

Telephone: 517-373-6227 DTMB CIP, OIP – Customer Service

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### SUMMARY

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Executive Branch Departments and Sub-units must comply with security procedures, rules and regulations for the safety of persons working in, conducting business at or visiting facilities under the jurisdiction of DTMB.

### APPLICABLE FORMS

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DTMB-0624 Security Access Record.

### PROCEDURES

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#### General Information

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- DTMB Cybersecurity & Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP) manages the security of state facilities under its jurisdiction. State employees are issued employee identification / facility access key cards to access state buildings. DTMB CIP, OIP also manages security guards, video surveillance, life safety, physical security and other security systems to ensure the safety of employees, contractors and visitors in state facilities.
- DTMB CIP, OIP also governs rules and policies that apply to emergencies, parking, special events and conduct on state property.
- Agencies operating within DTMB 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 DTMB CIP, OIP.

- Every assistance will be given by DTMB CIP, OIP 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-DTMB-operated buildings, procedures are as established by the building manager.
- Employees should be cautioned against leaving money and valuables in accessible places. Losses from DTMB-operated buildings are to be promptly reported to the DTMB Facilities Supervisor or their designee. In non-DTMB-operated buildings losses should be reported to the local police. If personal property is damaged due to a careless act or negligence by DTMB employees or contractors, a claim may be filed with the State Administrative Board. Contact the DTMB Facilities Supervisor for information or assistance.
- Regarding solicitations in state-owned office buildings, see Administrative Guide Procedure 0210.06 Conduct on State Property.

### **Emergency Closure of a State Facility**

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- As designated by the Governor, DTMB will act as the control point in case of emergency situations that affect state operating space and employees (see Administrative Guide Procedure 0240.01 General or Isolated Emergencies).

### **Facility Access**

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#### **Employee ID/Facility Access Key Cards and Facility Keys**

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- State agencies and/or employees may request access to secure facilities by submitting a Security Access Record (DTMB-0624) signed by the agency's Authorized Representative via the DTMB CIP, OIP.
- State employees and other individuals assigned to work in state facilities shall be required to obtain and display at all times a DTMB-issued Employee ID/Facility Access Key Card or visitor/temporary ID according to DTMB CIP, OIP [Standard ID Facility Access Key Card Issuance Procedure 300.21](https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP_PP300.21%20-%20ID%20Access%20Card%20Issuance%20and%20Return.pdf) (https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP\_PP300.21%20-%20ID%20Access%20Card%20Issuance%20and%20Return.pdf), which is available on the DTMB Intranet under Security and Access or by calling DTMB CIP, OIP at 517-335-6735.
- A current identification card must be presented to state security personnel when entering any building with a posted security guard.
- Employees and agencies in DTMB facilities may request keys according to DTMB CIP, OIP [Key Issuance Policy 300.40](https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/Key%20Issuance.pdf) (https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/Key%20Issuance.pdf), which is available on the DTMB Intranet under Security and Access or by calling DTMB CIP, OIP at 517-335-6735.

- A lost key must be reported immediately in writing to the DTMB Facilities Supervisor. This report must include the circumstances of the loss.
- Employee ID/Facility Access Key Cards and facility keys 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: DTMB Office of Infrastructure Protection, Joint Operations Center, 615 W. Allegan Street, Lansing, MI 48933
- Any employee or person gaining unauthorized entry into a facility shall be reported to the DTMB CIP, OIP for immediate action.
- In leased space, contact the building manager or owner.

### **After Hours Access**

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- 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 Administrative Guide 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 the DTMB Facilities Supervisor 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 DTMB Facilities Supervisor.

### **Miscellaneous Access Issues**

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- 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 DTMB CIP, OIP [Courier/Vendor Delivery and Pickup at State-owned Facilities Policy 300.25](https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP_PP300.25-%20-%20Courier%20Vendor%20Delivery%20and%20Pickup%20at%20DTMB-managed%20Facilities.pdf) (https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP\_PP300.25-%20-%20Courier%20Vendor%20Delivery%20and%20Pickup%20at%20DTMB-managed%20Facilities.pdf), which is available on the Inside.Michigan Intranet under IDs and Access or by calling OIP at 517-335-6735.
- Contractor access to DTMB facilities shall be coordinated according to DTMB CIP, OIP [Project-Related Contractor Access Policy 300.50](https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP_PP300.50-%20-%20Contractor%20Access%20to%20DTMB-managed%20Facilities.pdf) (https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP\_PP300.50-%20-%20Contractor%20Access%20to%20DTMB-managed%20Facilities.pdf), which is available on the Inside.Michigan Intranet under IDs and Access or by calling DTMB CIP, OIP at 517-335-6735.
- 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 DTMB CIP, OIP [Public Access to Open Meeting in State Facilities Policy 301.01](https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP_PP301.01-%20-%20Public%20Access%20for%20Open%20Meetings.pdf) (https://stateofmichigan.sharepoint.com/teams/insidemi/facilities/Documents/OIP\_PP301.01-%20-%20Public%20Access%20for%20Open%20Meetings.pdf), which is available on the Inside.Michigan Intranet under IDs and Access or by calling DTMB CIP, OIP at 517-335-6735.

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