

0250.09 Security Alert Request

Issued: December 6, 2018
Revised:

PURPOSE

To request a Security Alert restricting access for a specific individual to a state-owned or DTMB-managed facility.

APPLICATION

All state-owned or DTMB-managed facilities.

CONTACT AGENCY

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

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SUMMARY

Security Alert: A notification issued to state Security personnel on behalf of a state of Michigan (SOM) Department's Human Resources Director or their designee, the DTMB Office of Infrastructure Protection (OIP), or the Michigan State Police (MSP) providing information (name, description, etc.) regarding a person believed to be a threat to state assets, employees or visitors and the action to take if the person appears at specified facilities.

Requests to post a Security Alert restricting access to a state-owned, DTMB-managed facility for a specified individual must be made by a state of Michigan (SOM) Department's Human Resources Director or their designee, the DTMB Office of Infrastructure Protection (OIP), or the Michigan State Police (MSP).

A Security Alert will be posted only when a person is believed to be a threat to state assets, employees or visitors based on credible, verifiable information.

Security Alerts shall be posted at security stations in impacted buildings.

Security Alerts shall be posted in such a manner they are only accessible to state Security personnel.

Security Alerts shall remain posted for a maximum of one calendar year from date of request and must be resubmitted if necessary.

Security Alerts shall be shredded upon expiration.

The DTMB Security Program Coordinator shall maintain a computerized database for Security Alerts.

General Information

State facilities are accessible by the public for conducting business; therefore, security alerts will be posted only when a person is believed to be a threat to state assets, employees or visitors based on credible, verifiable information.

Requesting agencies will detail the desired actions by State Security in the event the individual enters the facility, (i.e., deny access, contact agency representative, contact HR, etc.).

Copies of documentation (personal protection order) will be provided, if applicable.

APPLICABLE FORMS

DTMB-0133 Security Alert

PROCEDURES

Department's Human Resources Director or Designee, OIP or MSP

1. Complete form DTMB-0133 Security Alert.
2. Submit completed form via email to DTMB-Security@michigan.gov.
3. Include recent photograph (if available).
4. Include documentation (personal protection order), if applicable.

DTMB Security Program Coordinator

1. Reviews form DTMB-0133.
2. Returns incomplete/improper requests for clarification.
3. Issues Security Alert, when appropriate, and distributes to MSP State Security Operations and State Security for distribution.

State Security

1. Posts the Security Alert at security stations in impacted buildings.
2. Follows the prescribed actions on the Security Alert in the event the individual enters the facility.
