State of Michigan
Administrative Guide to State Government

0250.01 Security Measures at State Facilities

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PURPOSE

To provide a safe work environment for persons working in, conducting business at, or visiting DTMB-managed facilities.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

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

Telephone: 517-335-6735 for general information

Central Control – 517-241-0191 for immediate assistance

SUMMARY

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 DTMB-managed facilities.

APPLICABLE FORMS

Michigan ID Card Access Request Process (MICARP)

REFERENCES

Administrative Guide Procedure 0210.06 Conduct on State Property

Administrative Guide Procedure 0240.01 General or Isolated Emergencies

Administrative Guide Procedure 0250.06 ID/Access Cards

Administrative Guide Procedure 0250.07 Physical Key Issuance and Return

Administrative Guide Procedure 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board

PROCEDURES

General Information

- DTMB Cybersecurity & Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP) manages the security of DTMB-managed facilities. OIP issues state employees', contractors', and board/commission members' ID/Access Cards to access DTMB-managed facilities and other state-owned and leased facilities equipped with the state standard access control system. DTMB CIP, OIP manages security guards and other physical security measures, installs, and monitors video surveillance systems and monitors life safety systems to ensure the safety of employees, contractors, and visitors in DTMB-managed facilities.
- DTMB CIP, OIP also governs rules and policies that apply to emergencies occurring in DTMB-managed facilities and on DTMB-managed property.
- Agencies operating within DTMB-managed facilities shall appoint an Agency Authorized Approver to coordinate the authorization and distribution of employee, contractor and board/commission member ID/Access Cards and keys for their employees, contractors, and board/commission members.
- DTMB CIP, OIP will render assistance to investigate reports of theft occurring within DTMB-managed facilities and on DTMB-managed property.
- Employees are cautioned against leaving money and valuables in accessible places. Losses from DTMB-managed facilities and property are to be promptly reported to DTMB Central Control at 517-241-0191. If personal property is damaged see Administrative Guide Procedure 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board.
- Regarding solicitations in state-owned office buildings, see Administrative Guide Procedure 0210.06 Conduct on State Property.

Emergency Closure of a State Facility

- 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

Employee ID/Access Card and Facility Keys

- State agencies and/or employees may request access to secure DTMB-managed facilities within the Michigan ID Card Access Request Process (MICARP) application, located on employees' MiLogin page. State employees and other individuals assigned to work in DTMB-managed facilities shall be required to obtain and display at all times a DTMB-issued Employee ID/Access Card or visitor/temporary ID according to Administrative Guide Procedure 0250.06 ID/Access Cards.

- A current government-issued identification card must be presented to state security personnel when entering any DTMB-managed facility with a guard on duty. In some instances, where an individual is unable to present an identification card, the OIP Security Team may grant an exception to this rule.
- Employees in DTMB-managed facilities may request keys according to Administrative Guide Procedure 0250.07 Physical Key Issuance and Return.
- A lost ID/Access Card or key must be reported immediately to DTMB, CIP, OIP at 517-241-1856 or DTMB-security@michigan.gov. This report must include the circumstances of the loss.
- Employee, contractor and board/commission member ID/Access Cards and facility keys remain the property of the state of Michigan and must be returned to the supervisor of the employee, contractor, or board/commission member upon separation of employment. Supervisors will forward all returned Grand Master, Master, Building Entrance keys, and ID/Access Cards to: DTMB, Access Card Services, Hannah Building 1st Floor, 608 W. Allegan Street, Lansing, MI 48933.
- Any employee or person gaining unauthorized entry into a DTMB-managed facility shall be reported to the DTMB CIP, OIP at 517-241-0191 for immediate action.

After Hours Access

- 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 Conduct on State Property).
- Employees, contractors, and board/commission members will be allowed to enter DTMB-managed facilities and departmental areas within the facility after normal working hours based on electronic access authorized by the employee's agency; only for official business.
- Agencies shall contact the DTMB Facilities Supervisor prior to scheduled after-hours work and provide the employees' and/or contractors' names and the times they will be inside the facility. This policy shall supersede that of any other state agency and shall be considered an additional security measure regarding after-hours use of DTMB-managed facilities. This procedure is not exclusive to state employees and shall be applied to contractors scheduled to be in the facility 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

- Employees, contractors, or board/commission members are not allowed to remove state property from facilities without approval from an authorized official of the department involved.
- Employees, contractors, delivery personnel, visitors and Open Meeting attendees accessing DTMB-managed facilities without a DTMB-issued ID/Access Card must do so according to Administrative Guide Procedure 0250.06 ID/Access Cards.