

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 facilities under the jurisdiction of DTMB.

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)

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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 facilities under the jurisdiction of DTMB.

APPLICABLE FORMS

[Michigan ID Card Access Request Process \(MICARP\)](https://miloginworker.michigan.gov/micarp/DTMB_MICARP/Start/)

(https://miloginworker.michigan.gov/micarp/DTMB_MICARP/Start/)

REFERENCES

[Administrative Guide Procedure 0210.06 Conduct on State Property](https://www.michigan.gov/documents/dmb/0210.06_181760_7.pdf)

(https://www.michigan.gov/documents/dmb/0210.06_181760_7.pdf)

[Administrative Guide Procedure 0240.01 General or Isolated Emergencies](https://www.michigan.gov/documents/dmb/0240.01_181767_7.pdf)

(https://www.michigan.gov/documents/dmb/0240.01_181767_7.pdf)

[Administrative Guide Procedure 0250.06 ID/Access Cards](https://www.michigan.gov/documents/dtmb/0250.06_496945_7.pdf)

(https://www.michigan.gov/documents/dtmb/0250.06_496945_7.pdf)

[Administrative Guide Procedure 0250.07 Physical Key Issuance and Return](https://www.michigan.gov/documents/dtmb/0250.07_629009_7.pdf)

(https://www.michigan.gov/documents/dtmb/0250.07_629009_7.pdf)

[Administrative Guide Procedure 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board](https://www.michigan.gov/documents/dmb/0620.07_387793_7.pdf)

(https://www.michigan.gov/documents/dmb/0620.07_387793_7.pdf)

[Access to DTMB Facilities without a DTMB-issued ID/Facility Access Card 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)

PROCEDURES

General Information

- DTMB Cybersecurity & Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP) manages the security of state facilities under DTMB's jurisdiction. OIP issues state employees', contractors' and board/commission members' ID/Access Cards to access state buildings. 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 state facilities.
- DTMB CIP, OIP also governs rules and policies that apply to emergencies.
- 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.
- Employees are cautioned against leaving money and valuables in accessible places. Losses from DTMB-managed buildings are to be promptly reported to DTMB Central Control. 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 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 state 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 identification card must be presented to state security personnel when entering any building with a guard on duty.
- 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 facility shall be reported to the DTMB CIP, OIP 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).
- Employees, contractors and board/commission members will be allowed to enter state-owned buildings and departmental areas 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 inform them of the employees' and/or contractors' 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 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

- Employees, contractors, or board/commission members are not allowed to remove state property from the buildings without approval from an authorized official of the department involved.

- Employees, contractors, delivery personnel, visitors and Open Meeting attendees accessing state facilities without a DTMB-issued ID/Access Card must do so according to DTMB, CIP, OIP Access to DTMB Facilities without a DTMB-issued ID/Facility Access Card Policy 300.50.
