State of Michigan
Administrative Guide to State Government

0250.09 Security Alert Request

Issued: December 6, 2018
Revised: November 27, 2023
Reviewed: May 13, 2026
Next Review Date: May 13, 2027

PURPOSE

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

APPLICATION

All DTMB-managed facilities.

CONTACT AGENCY

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

Telephone: 517-335-6735

Email: DTMB-Physical-Security@michigan.gov

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 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(s) required should the individual attempt to gain access at specified DTMB-managed facilities.

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 1 calendar year from date of request and must be resubmitted if necessary.

Security Alerts shall be shredded upon expiration.

The DTMB OIP shall maintain a computerized database for Security Alerts.

General Information

DTMB-managed 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.).

When submitting a security alert request (DTMB-0133), applicable documentation such as personal protection orders, relevant emails, recorded messages, etc., should be provided.

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-Physical-Security@michigan.gov.
3. Include recent photograph (if available).
4. Include documentation, if applicable.

DTMB OIP

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, affected State Security Liaisons, 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.

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