



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Appendix K Department Of Justice Standards For Protection Of Federal Facilities

K.1 INTRODUCTION

The listed security levels have been based primarily on the number of employees, uses of the facility, and the need for public access. Final assignment of a security level to a building will be adjusted based on threat intelligence, crime statistics, agency mission, etc.

- 1. Level I is defined as a facility with 10 or fewer Federal employees, 2,500 or less square feet of office space, and a low volume of public contact.**
- 2. Level II is defined as a facility with 11-150 Federal employees, 2,500 to 80,000 square feet of office space, and a moderate volume of public contact. These facilities may also be shared with private sector businesses.**
- 3. Level III is defined as a facility with 151-450 Federal employees, 80,000 to 150,000 square feet of office space, and a moderate to high volume of public contact. These facilities tend to be multi-story facilities and frequently contain several agencies or offices.**
- 4. Level IV is defined as a facility with greater than 450 Federal employees, 80,000 to 250,000 square feet of office space, and have a high volume of public contact. These facilities tend to be multi-story structures and frequently contain several agencies or offices.**
- 5. Level V facilities require tenant agencies to secure the site according to their own requirements, and the degree to which those requirements dictate security features in excess of those for a Level IV facility should be set by the individual agency.**



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K.2 PERIMETER SECURITY

A. Parking.

1. **Control of Facility Parking.** Access to government parking should be limited where possible to government vehicles and personnel. At a minimum, authorized parking spaces and vehicles should be assigned and identified.
2. **Post Signs and Arrange for Towing Unauthorized Vehicles.** Procedures should be established and implemented to alert the public to towing policies and the removal of unauthorized vehicles.
3. **ID System and Procedures for Authorized Parking.** Procedures should be established for identifying vehicles and corresponding parking spaces (placard, decal, card key, etc.).
4. **Adequate Lighting for Parking Areas.** Effective lighting provides added safety for employees and deters illegal or threatening activities.
5. **Closed Circuit Television (CCTV) Monitoring.**
 - a. **CCTV Surveillance Cameras with Time Lapse Video Recording.** Twenty-four hour CCTV surveillance and recording is desirable at all locations as a deterrent. Requirements will depend on assessment of the security level for each facility. Time-lapse video recordings are also highly valuable as a source of evidence and investigative leads.
 - b. **Post Signs Advising of 24 Hour Video Surveillance.** Warning signs advising of twenty-four hour surveillance act as a deterrent in protecting employees and facilities.
6. **Lighting With Emergency Power Backup.** Standard safety code requirements in virtually all areas provide for safe evacuation of buildings in case of natural disaster, power outage, or criminal/terrorist activity.

K.3 ENTRY SECURITY

A. Receiving and Shipping.

1. Review Receiving/Shipping Procedures (current). Audit current standards for package entry and suggest ways to enhance security.



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2. Implement Receiving/Shipping Procedures (modified). After auditing procedures for receiving/shipping, implement improved procedures for security enhancements.

B. Access Control.

1. Evaluate Facility for Security Guard Requirements. If security guards are required, the number of guards at any given time will depend on the size of the facility, the hours of operations, and current risk factors, etc.

2. Intrusion Detection System with Central Monitoring Capability. Desirable in Level I Facilities, based on evaluation for Level II facilities, and required for Levels III, IV and V.

3. Upgrade to Current Life Safety Standards. Required for all facilities as part of GSA design requirements (e.g. fire detection, fire suppression systems, etc.).

C. Entrances/Exits.

1. Require X-ray Screening of All Mail/Packages. All packages entering building should be subject to x-ray screening and/or visual inspection.

2. High Security Locks. Any exterior entrance should have a high security lock as determined by GSA specifications and/or agency requirements.

K.4 INTERIOR SECURITY

A. Employee/Visitor Identification.

1. Agency Photo ID for All Personnel Displayed at All Times. May not be required in smaller facilities.

2. Visitor Control/Security System. Visitors should be readily apparent in Level I facilities. Other facilities may ask visitors to sign-in with a receptionist or guard, or require an escort, or formal identification/badge.

3. Visitor ID Accountability System. Stringent methods of control over visitor badges will ensure that visitors wearing badges have been screened and are authorized to be at the facility during the appropriate time frame.



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4. Establish ID Issuing Authority. Develop procedures and establish authority for issuing employee and visitor IDs.

B. Utilities.

1. Prevent Unauthorized Access to Utility Areas. Smaller facilities may not have control over utility access or locations of utility areas. Where possible, assure that utility areas are secure and that only authorized personnel can gain entry.

2. Provide Emergency Power to Critical Systems. The tenant agency is responsible for determining which computer and communication systems require back-up power. All alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, etc., require emergency power sources (alarm systems, radio communications, computer facilities, etc.).

C. Occupant Emergency Plans.

1. Examine Occupant Emergency Plan (OEP) and Contingency Procedures based on threats. Review and update current OEP procedures for thoroughness. OEPs should be updated annually, checked periodically with a testing exercise, and reflect the current security climate.

2. Assign and Train OEP Officials. Assignment based on GSA requirement that largest tenant in facility maintain OEP responsibility. Officials should be assigned and trained and a contingency plan established to provide for the possible absence of OEP officials in the event of emergency activation of the OEP.

3. Annual Tenant Training. All tenants should be aware of their individual responsibilities in an emergency situation.

D. Day Care Center.

1. Re-evaluate Current Security and Safety Standards. Conduct a thorough review of security and safety standards.

2. Assess Feasibility of Locating Day Care within Federal Facility. If a facility is being considered for a day care center, an evaluation should be made based on the risk factors associated with tenants and the location of the facility.



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K.5 SECURITY PLANNING

A. Intelligence Sharing.

1. Establish Law Enforcement Agency/Security Liaisons. Intelligence sharing between law enforcement agencies and security organizations should be established in order to facilitate the accurate flow of timely and relevant information between appropriate government agencies. Agencies involved in providing security must be part of the complete intelligence process.
2. Review/Establish Procedures for Intelligence Receipt/Dissemination. Determine what procedures exist to ensure timely delivery of critical intelligence. Review and improve procedures to alert agencies and specific targets of criminal/terrorist threats. Establish standard administrative procedures for response to incoming alerts. Review flow of information for effectiveness and time critical dissemination.
3. Establish Uniform Security/Threat Nomenclature. To facilitate communication, standardized terminology for Alert Levels should be implemented (Normal, Low, Moderate, and High – as recommended by Security Standards Committee).

B. Training.

1. Conduct Annual Security Awareness Training. Provide security awareness training for all tenants. At a minimum, self-study programs utilizing videos, and literature, etc., should be implemented. These materials should provide up-to-date information covering security practices, employee security awareness, and personal safety, etc.
2. Establish Standardized Armed and Unarmed Guard Qualifications/Training Requirements. Requirements for these positions should be standardized Government wide.

C. Administrative Procedures. Conduct Background Security Checks and/or Establish Security Control Procedures for Service Contract Personnel. Establish procedures to ensure security when private contract personnel provide the guard service. Procedures may be as simple as observation or could include sign-in/escort. Frequent visitors may necessitate a background check with contractor ID issued.

D. Construction/Renovation.

1. Install Mylar Film on All Exterior Windows (Shatter Protection). The application of shatter resistant material can protect personnel from the hazards of flying glass as a result of impact or explosion.



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2. Review Current Projects for Blast Standards. Design and construction projects should be reviewed, if possible, to incorporate current technology and blast standards. Immediate review of ongoing projects may generate savings in the implementation of upgrading to higher blast standards prior to completion of construction.
3. Review/Establish Uniform Standards for Construction. Review, establish, and implement uniform construction standards as it relates to security considerations.
4. Review/Establish New Design Standard for Blast Resistance. In smaller facilities or those that lease space, control over design standards may not be possible. However, future site selections should attempt to locate in facilities that do meet standards. New construction of government-controlled facilities should review, establish, and implement new design standards for blast resistance.
5. Establish Street Set-Back for New Construction. Every foot between a potential bomb and a building dramatically reduces damage and increases the survival rate. Street set-back is always desirable, but should be used in conjunction with barriers in Level IV and V facilities.



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DOJ FEDERAL FACILITY MINIMUM SECURITY STANDARDS

Legend:

Minimum standard = M

Standard based on facility evaluation = F

Desirable = D

Not applicable = N/A

Table 1: Recommended Minimum Security Standards--Perimeter Security

PERIMETER SECURITY	Facility Security Level				
	I	II	III	IV	V
Parking					
Control of facility parking	D	D	M	M	M
Control of adjacent parking	D	D	D	F	F
Avoid leases in which parking cannot be controlled	D	D	D	D	D
Leases should provide security control for parking	D	D	D	D	D
Post signs and arrange for towing unauthorized vehicles	F	F	M	M	M
ID system and procedures for authorized parking (placard, decal, card key, etc.)	D	D	M	M	M
Adequate lighting for parking areas	D	D	M	M	M
Closed circuit television (CCTV) monitoring					
CCTV surveillance cameras with time lapse video recording	D	F	F	M	M
Post signs advising of 24 hour video surveillance	D	F	F	M	M
Lighting					
Lighting with emergency power backup	M	M	M	M	M



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Physical barriers					
Extend physical perimeter with concrete and/or steel Barriers	N/A	N/A	D	F	F
Parking barriers	N/A	N/A	D	F	F

Table 2: Recommended Minimum Security Standards--Entry Security

ENTRY SECURITY		Facility Security Level				
		I	II	III	IV	V
Receiving/Shipping						
Review receiving/shipping procedures (current)		M	M	M	M	M
Implement receiving/shipping procedures (modified)		D	F	M	M	M
Access control						
Evaluate facility for security guard requirements		D	F	M	M	M
Security guard patrol		D	D	F	F	F
Intrusion detection system with central monitoring capability		D	F	M	M	M
Upgrade to current life safety standards (fire detection, fire suppression systems, etc.)		M	M	M	M	M
Entrances/Exits						
X-ray and magnetometer at public entrances		N/A	D	F	F	M
Require x-ray screening of all mail/packages		N/A	D	F	M	M
Peepholes		F	F	N/A	N/A	N/A
Intercom		F	F	N/A	N/A	N/A
Entry control with CCTV and door strikes		D	F	N/A	N/A	N/A
High security locks		M	M	M	M	M



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Table 3: Recommended Minimum Security Standards--Interior Security

INTERIOR SECURITY	Facility Security Level				
	I	II	III	IV	V
Employee/Visitor identification					
Agency photo ID for all personnel displayed at all Times	N/A	D	F	M	M
Visitor control/screening system	D	M	M	M	M
Visitor identification accountability system	N/A	D	F	M	M
Establish ID issuing authority	F	F	F	M	M
Utilities					
Prevent unauthorized access to utility areas	F	F	M	M	M
Provide emergency power to critical systems (alarm systems, radio communications, computer facilities, etc.)	M	M	M	M	M
Occupant emergency plans					
Examine occupant emergency plans (OEP) contingency procedures based on threats	M	M	M	M	M
OEP in place, updated annually, periodic testing Exercise	M	M	M	M	M
Assign & train OEP officials (assignment based on largest tenant in facility)	M	M	M	M	M
Annual tenant training	M	M	M	M	M
Daycare centers					
Evaluate whether to locate daycare facilities in buildings with high threat activities	N/A	M	M	M	M



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Compare feasibility of locating daycare in facilities outside locations	N/A	M	M	M	M
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Table 4: Recommended Minimum Security Standards--Security Planning

SECURITY PLANNING	Facility Security Level				
	I	II	III	IV	V
Intelligence Sharing					
Establish law enforcement agency/security liaisons	M	M	M	M	M
Review/establish procedure for intelligence receipt and dissemination	M	M	M	M	M
Establish uniform security/threat nomenclature	M	M	M	M	M
Training					
Conduct annual security awareness training	M	M	M	M	M
Establish standardized unarmed guard qualifications/training requirements	M	M	M	M	M
Establish standardized armed guard qualifications/training requirements	M	M	M	M	M
Tenant Assignment					
Co-locate agencies with similar security needs	D	D	D	D	D
Do not co-locate high/low risk agencies	D	D	D	D	D
Administrative Procedures					
Establish flexible work schedule in high threat/high risk areas to minimize employee vulnerability to criminal activity	F	F	D	D	D
Arrange for employee parking in/near building after normal work hours	F	F	F	F	F
Conduct background security checks and/or establish security control procedures for service contract personnel	M	M	M	M	M



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Construction/Renovation					
Install Mylar film on all exterior windows (shatter protection)	D	D	F	M	M
Review current projects for blast standards	M	M	M	M	M
Review/establish uniform standards for construction	M	M	M	M	M
Review/establish new design standards for blast Resistance	F	F	M	M	M
Establish street setback for new construction	D	D	F	M	M

Source: Vulnerability Assessment of Federal Facilities, Department of Justice, June 28, 1995.
