



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

Appendix L

Sample Memorandum On Building Security For Employees

Servicing security officers and/or facility directors/managers may wish to incorporate the information listed below into an employee security awareness memorandum or handout. The material can be easily adapted to particular facilities or local circumstances.

(Date)

MEMORANDUM FOR All Employees - South Branch Building

FROM: John J. Jones, Security Officer

SUBJECT: Building Security

The security program in the South Branch Building (SBB) has been developed to provide you and our visitors with a safe working environment. The system can be effective only if each of us knows and complies with security procedures. The following information should assist you in fulfilling your security responsibilities.

Entrance Hours

Main Entrance - Center of SBB on 12th Street, 24 hours daily.

Accessible Entrance - 12th Street and Main Avenue, access for persons with disabilities card key holders only, 24 hours daily.

13th & Main Entrance - 7:00 AM to 6:00 PM.

Admittance of Employees

You must display a valid form of Commerce employee identification to the guard. If you forget your pass,



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you may obtain a Temporary Visitor Pass from the receptionist. The pass is good only during business hours on the day issued. When you enter the building after business hours, you must present your Department of Commerce photo identification and register with the guard.

Admittance of Visitors

A visitor may be admitted during business hours after giving the receptionist his or her name and destination and presenting photo identification. The guard or receptionist will call to see if the visitor is expected. If so, the visitor will be given a temporary pass good only during business hours on the day issued.

After business hours, visitors are admitted only at the Main Entrance and only by prior approval on Form CD-165, Request for Admittance to Department of Commerce Facilities During Security Hours. A Department of Commerce employee must escort the visitors. Family visitors can be admitted after the employee has registered them at the reception desk but must be escorted at all times by the employee.

Employee Identification and Door Keys

Employee identification forms, door keys, and electronic card keys can be obtained from my office (Room 102). Requests for these items need approval by your supervisor. When any of the items mentioned above are lost or stolen, immediately send a memorandum to my office explaining the details of the loss. Replacements won't be made for at least 10 days (for keys) or 30 days (for ID's) after the report is received. This will allow time for an investigation or for the lost items to be found or returned. A temporary 30-day pass can be issued.

Although the SBB has generally been a crime-free area, a rash of recent thefts has prompted us to install new locks throughout the building. EFFECTIVE FEBRUARY 1, ALL OFFICE DOORS IN THE SOUTH BRANCH BUILDING MUST BE KEPT LOCKED AFTER 5:30 P.M. WHEN UNOCCUPIED. This restriction will apply until 7:30 A.M. the next workday. Supervisors are responsible for assuring that employees comply with the following:

- Don't lend your key to anyone except an authorized co-worker.
- Don't leave your key in a desk drawer or other location in your office where it can be found by unauthorized persons.
- Don't turn your key over to anyone else when you leave or move to another location. You are accountable for your key and it must be turned in at Room 1060 before you depart. Turning in keys



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will prevent delays in receiving your last paycheck.

Crime Prevention

We have had a low crime rate in the SBB Building. To keep it that way, please remember the tips listed below.

- Don't leave your office unlocked when unoccupied, even for a few minutes. Most reported thefts occur during such periods.
- Lock your purse or wallet or take them with you any time you are away from your desk. If you can't carry your purse, at least take your cash and credit cards with you.
- Don't leave keys in your desk drawer.
- Don't prop corridor doors open during the day.
- Don't hang your coat, sweater, or umbrella near a corridor door.
- Don't leave money or other valuables in coat pockets.
- Greet all visitors to your area and confirm that their business is legitimate.
- Verify any removal of equipment before a repair person leaves your office.
- Lock up any particularly valuable items overnight and lock your corridor doors every night. If you are the victim of a theft, report it as soon as possible to the Guard Office.

Property Control

To remove property from the building, you must have a property pass (Optional Form 7), a Form CD-50, or a sales receipt. The property pass records the removal of property for accountability and theft prevention purposes. The forms may be obtained from your administrative officer.

Telephones

Developments in computers and microwave intercept technology have made monitoring of telephones



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relatively easy, especially at remote locations. You must not use regular telephones to discuss sensitive or classified information. Do not discuss anything on regular phones you do not want overheard.

Emergencies

If you see a fire, a crime in progress, an injury, or any other situations requiring immediate response, call 482-HELP (482-4357). This number is monitored 24 hours a day by the guard force. They can respond quickly and can obtain fire and medical assistance. Be sure to identify yourself and give the nature and location of the emergency.

Security Assistance

If you have any questions about these or any other security matters, such as safeguarding information, obtaining foreign travel briefings or reporting hostile intelligence contacts, please call 482-8355. These procedures have been put into effect for the benefit of all. I would like to remind you that only with the help of each employee can we provide a safe and secure environment in the South Branch Building. Please retain this memorandum for future reference.
