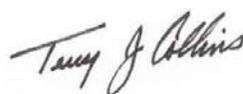


STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>3</u>
OPI Sales Center Security	NUMBER: 25-OPI-05
RULE/CODE REFERENCE:	SUPERSEDES: OPI 306-5 dated 4-15-06
RELATED ACA STANDARDS: 2-CI-2A-1	EFFECTIVE DATE: January 26, 2008
RELATED AUDIT STANDARDS:	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish responsibility, procedure, and documentation for security of the Ohio Penal Industries McKinley Ave building complex.

III. APPLICABILITY

This policy applies to all employees employed by or those under contract as full and/or part-time employees with Ohio Penal Industries.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to adhere to appropriate DRC security policies during normal work hours, weekends, and holidays at the OPI Sales Center.

VI. PROCEDURES

A. Employees

1. All employees are required to wear and display their state issued identification badges. If the employee has forgotten their State issued identification badge, they must obtain a temporary badge from the receptionist upon entering any OPI Sales Center all OPI employees must sign the Administrative Staff and Visitor Sign In (DRC1027) located at the entrance. They must also indicate the time that they are entering the premises and the reason for their visit.
2. Upon leaving any OPI Sales Center, all OPI employees must sign out, with the appropriate time, in the Administrative Staff and Visitor Sign In (DRC1027).

3. Any employee entering the OPI Sales Center on weekends, holidays, or after normal work hours shall have a copy of the supervisor's signed approval. Only the approved employees will be allowed to enter.
4. All employees entering the OPI Sales Center on weekends, holidays, or after normal work hours will sign in and out at the receptionist's desk located in the lobby.
5. Temporary workers will not be allowed to enter the building on weekends, holidays, or after normal work hours without their supervisor being present.
6. Employee personal vehicles parked overnight in the OPI Sales Center lot must be reported to the Security Coordinator's Office. Employees are to advise the Security Coordinator with the following information: employee name, where the vehicle will be parked, make and model of the vehicle, license plate number of the vehicle, and the date and time when the employee will be removing the vehicle.
7. Employees are responsible for meeting and escorting visitors entering the building and prior to the visitor being escorted, the employee must ensure a visitor pass has been issued and they have signed in at the receptionist's desk using Administrative Staff and Visitor Sign In (DRC1027).
8. Employees are responsible for maintaining control and properly securing their personal belongings to prevent loss.
9. Employees are responsible for reporting unusual incidents on an Incident Report (DRC1000) (i.e., thefts, accidents, etc.). Incident reports (DRC1000) must be submitted to the employee's supervisor and appropriate area (Safety, Security, Operations Manager, etc.) with copies going to the Asst. Chief's office.

B. Independent Contractors

1. Upon entering any OPI Sales Center all independent contractors with OPI must sign the Administrative Staff and Visitor Sign In (DRC1027) located at the entrance.
2. While on premises, all Independent Contractors must visibly display their State Issued Contractor badge on their person. If the contractor has forgotten their State Issued Contractor badge, they must obtain a temporary badge from the receptionist.
3. Upon leaving any OPI Sales Center all Contractors must sign out, with the appropriate time, in the Visitor Register.

C. Visitors

1. Upon entering any OPI Sales Center, all visitors (including DRC employees not employed by OPI) must sign the Visitor Register. They must also indicate the time that they are entering and the OPI staff member that they wish to see.

2. The receptionist will then contact the appropriate OPI staff member to inform them that they have a visitor. The visitor will be given a Visitor's Badge, which must be visibly displayed while they are on the premises.
3. It is the responsibility of the appropriate OPI staff member to escort their visitor while on the premises.
4. Once the visitor has finished their business on the premises, the appropriate staff member must escort the visitor back to the receptionist's desk. Here, the visitor will sign out with the appropriate time and turn in their Visitor Pass.

Related Department Forms:

Incident Report	DRC1000
Administrative Staff and Visitor Sign In	DRC1027