

SUBJECT: OPI McKinley Ave Security	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 25-OPI-05
RULE/CODE REFERENCE:	SUPERSEDES: 25-OPI-05 dated 01/26/08
RELATED ACA STANDARDS:	EFFECTIVE DATE: December 17, 2018
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 staff employed by or those under contract as full and/or part-time employees with Ohio Penal Industries (OPI).

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to adhere to appropriate ODRC security policies during normal work hours, weekends, and holidays at the McKinley Ave building complex.

VI. PROCEDURES

A. General

1. All foot traffic for OPI McKinley Ave must enter and exit through the main entrance door.
2. All doors must remain closed and locked at all times.

3. The OPI Vehicle Service Center (VSC) staff may utilize vehicle garage doors and walk through as necessary to complete job duties.

B. 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 the McKinley Ave building complex. 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 the McKinley Ave building complex, all OPI employees must sign out, with the appropriate time, in the Administrative Staff and Visitor Sign In (DRC1027).
3. Any employee entering the McKinley Ave building complex 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 and he/she will sign in/out at the receptionist's desk located in the lobby.
4. Temporary workers will not be allowed to enter the building on weekends, holidays, or after normal work hours without their supervisor being present.
5. Employee personal vehicles parked overnight in the McKinley Ave building complex lot must be reported to the security coordinator's office. Employees are to advise the security coordinator with the following information:
 - a. Employee name;
 - b. Where the vehicle will be parked;
 - c. Make and model of the vehicle;
 - d. License plate number of the vehicle; and
 - e. Date and time when the employee will be removing the vehicle.
6. Employees are responsible for meeting and escorting visitors entering the building. 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).
7. Employees are responsible for maintaining control and properly securing their personal belongings to prevent loss.
8. 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 (i.e., safety, security, operations manager, etc.) with copies going to the assistant chief's office.

C. Independent Contractors

1. Upon entering the McKinley Ave building complex, 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, he/she must obtain a temporary badge from the receptionist.
3. Upon leaving the McKinley Ave building complex, all contractors must sign out, with the appropriate time, in the Administrative Staff and Visitor Sign In (DRC1027).

D. Visitors

1. Upon entering the McKinley Ave building complex, all visitors (including DRC employees not employed by OPI) must sign the Administrative Staff and Visitor Sign In (DRC1027). He/she must also indicate the time that they are entering and the OPI staff member that they wish to see.
2. The receptionist shall contact the appropriate OPI staff member to inform them they have a visitor. The visitor shall 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, where the visitor shall sign out with the appropriate time and turn in their visitor's badge.

Related Department Forms:

Incident Report	DRC1000
Administrative Staff and Visitor Sign In	DRC1027