

OFFICE SECURITY

SOURCE: OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Office Security Policy:

1. Permanent employees will be issued electronic access cards for identification purposes and entrance into Ohio EPA facilities.
2. Employees are required to visibly display photo identification badges while inside Ohio EPA facilities.
3. Non-employees are required to wear appropriate identification and shall be escorted to and from their destination.
4. Employees who forget their ID card will be required to sign the visitor register located at the sign-in station when entering and departing Ohio EPA facilities.
5. During normal business hours, main entrances to offices will be open. Rear office entrances (where applicable) will be locked and accessible only with the ID badge.
6. Outside of normal business hours, employees are required to sign the visitor register located at the sign-in station when entering and departing Ohio EPA facilities. Employee's ID card is necessary to gain entry into the employee's division/office during non-work hours.
7. Employees are responsible for maintaining the badges in good condition. Employees shall immediately report lost or stolen badges to the Office of Employee Services (OES).
8. All initial electronic access cards are issued at no cost.
9. Employees may be charged a replacement fee for a new electronic access card.
10. Upon separation from the agency, employees must return access cards in good condition to OES.
11. All personal valuables, such as purses or wallets should be kept out of sight when not in use.
12. Lunch hours should be staggered to ensure that a section is never left unattended.
13. All thefts should be reported to Operations & Facilities and the Office of Employee Services.