

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



TO: All CFSA Staff Administrative Issuance: CFSA-06-13

FROM: Raymond Davidson,
Deputy Director for Administration

DATE: August 15, 2013

RE: Building Security Requirements for Child and Family Services Agency Staff

It will be the responsibility of Child and Family Services Agency (CFSA) to provide a safe and secure environment for employees and visitors at all sites owned and leased for use of CFSA. In keeping with our mission, each building open to the public will provide a welcoming atmosphere to families and children. This Administrative Issuance applies to CFSA and explains the building security measures in place at CFSA entrances. It will be CFSA responsibility to ensure that these security measures are complied with. The following requirements are effective immediately.

General Security Requirements

1. CFSA employees in the 200 I Street building, as well as at any site owned or leased for CFSA, must always have their identification badges on them. If an employee forgets their badge, they must follow the screen requirements for visitors.
2. CFSA employees may enter CFSA main entrance (the 2nd Street, SE entrance), the 200 I Street, SE entrance, the garage entrance, or the Virginia Avenue Street entrance. If an employee is unable to enter through the Virginia Avenue entrance, they may use either the 2nd Street, SE or the 200 I Street entrance (ID badges must be active for entrance through the garage and the Virginia Avenue entrances). CFSA employees must have active identification badges to enter through the turn styles. If an employee identification badge is inactive, he or she must follow the screening requirements for visitors.
3. CFSA employees entering the building through the garage must present their identification badge to the garage attendant including when transporting clients to the building.
4. Security will be responsible for ensuring that CFSA employees who are bringing visitors to CFSA sign visitors in and ensure that visitors also sign it at the front desk (there are two designated signature areas, one for the visitor and one for the employee). Visitors will be given a visitors pass to wear at all times while at any CFSA location.

5. Visitors must be accompanied by a CFSA employee beyond the lobby or front desk at all times. Staff members who have scheduled meetings that include participation of outside stakeholders or visitors are responsible for informing building security of stakeholder's and visitor's arrival times, names of the stakeholders or visitors, and two contact numbers. The first of the contact numbers should be that of the internal staff who will escort the identified stakeholders or visitors to the meeting location. The second number should be that of a designated "back-up" staff member in the event that the internal staff assigned to escort stakeholders or visitors to the meeting is occupied. No external stakeholders or visitors shall enter the building or be allowed to walk through the building without being escorted by a CFSA employee. If a stakeholder or visitor refuses to abide by these requirements, she or he may be denied access to the building.
6. All CFSA employees using the stairs must make sure that the door used is securely closed. Items, such as a door stop, etc. must not be used to prevent full closure of any door leading to the stairs. If in the event the door cannot be fully secured, the person using the door must report a door malfunction to CFSA Facilities Management Administration.
7. Consumption or use of alcohol or illegal drugs at District of Columbia own or leased property is strictly prohibited. This prohibition shall not apply in cases or situation where a drug is being used by an individual as prescribed by a licensed physician or a licensed nurse practitioner or others who are licensed to prescribe medications.
8. Persons carrying or possessing firearms or other deadly weapons are prohibited from entering the building. This prohibition shall not apply to law enforcement officers or security officers who are permitted to carry firearms.
9. Employees and visitors entering any of sites owned or leased for use of CFSA apart from the 200 I Street, SE location must comply with any additional security requirements at those locations.