

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-22-3

TO: All CFSA Staff

FROM: John Simmons Jr.
Deputy Director for Administration

DATE: November 2, 2022

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

The Child and Family Services Agency (“CFSA” or “Agency”) seeks to provide a safe and secure environment for employees, clients, and visitors. In keeping with the Agency’s mission, each building open to the public is to provide a welcoming atmosphere for families and children. This Administrative Issuance applies to CFSA and explains the building security measures in place to ensure the safety of staff, clients, and visitors at all work sites owned or leased by the District of Columbia Government (“District”) for CFSA use.

A. General Security Building Requirements

1. Building security is a significant component to assuring safety across District facilities. The D.C. Department of General Services’ Protective Services Division (“DGS”), in collaboration with the D.C. Metropolitan Police Department (“MPD”) and security contractors, works diligently to protect District property, residents, visitors, and employees.
2. The DGS Threat Management Section conducts physical security building assessments of government facilities that house District agencies. This assessment addresses the overall security posture of District buildings based on the presence or absence of security controls, as observed. Based on such assessments, CFSA provides guidelines for its employees to adhere to whenever visiting or working at a CFSA site.

B. General Guidelines for CFSA Employees

CFSA employees shall follow the guidelines provided below for any site used by CFSA:

1. CFSA employees shall always have in possession their active employee identification badge (“ID badge”) to enter and remain in any CFSA building. When employees enter the building, they shall swipe their ID badge at the entry turnstile or display a valid ID upon the request of a security officer.
2. If an employee does not possess their ID badge, they shall follow the screening requirements for visitors and clients (e.g., sign-in, put personal items through the x-ray scanning machine and be escorted into the building by an employee). If their ID badge is lost, they shall immediately request a new badge as stated in B.3 below.
3. An employee may request a new ID badge by contacting CFSA HRA who will complete an online ID Credential Request Form and submit the request to DC Department of Human Resource (DCHR). After the Credentialing Request Form is received and confirmed by DCHR, DCHR will notify CFSA HRA that the new ID badge is ready for pick up. CFSA HRA will inform the employee that their new ID badge is ready for pick up at DCHR (1015 Half Street, SE). Once the employee arrives at DCHR, the receptionist will call the Credentialing Office (202-481-3794) and someone will bring the badge down to the receptionist desk for pick up.

4. For entry at the 200 I Street building, the following guidelines shall be adhered to:
 - a. Unless notified by security that signature is required for entry, CFSA employees shall use their active ID badge to enter the building through CFSA's main 2nd Street SE entrance, the 200 I Street SE entrance, the Virginia Avenue SE entrance, or the garage entrance, and security screening checkpoints, including turnstiles.
 - b. If an employee's identification badge is inactive, they shall follow the screening requirements for visitors as stated in B.2 above and immediately request a new badge as stated in B.3.
 - c. CFSA employees entering the building through the garage shall have an active ID badge and if asked, shall present their ID badge to the security officer, including when transporting clients to the building.
5. All CFSA employees shall ensure that they securely close stairwell doors after use. Items such as door stops should not be used to prevent full closure of any door leading to the stairs. In the event the door cannot be fully secured, the person using the door shall report a door malfunction to CFSA's Administrative Services Administration ("ASA") at (202) 727-7550.
6. If an employee observes any security breach or violation, they shall report it to the ASA at 202-727-7550 or by accessing Administrative Services online at adminsupport.cfsa.dc.gov. Injuries, damage to property, or death shall be reported through the [ERisk](#) system.
7. It is the policy of CFSA to provide a drug free workplace. It is strictly prohibited to unlawfully use, possess or be impaired by any drug or alcohol while on duty or at any work site.

C. General Guidelines for Visitors and Clients

1. CFSA clients and visitors are required to enter a CFSA site through a designated security checkpoint, sign in, and place personal items on the movable conveyor belt for scanning by a security x-ray machine located next to the information desk and operated by a security officer.
2. Visitors and clients shall always be accompanied by a CFSA employee beyond the lobby or information desk. Staff members who have scheduled meetings that include participation of outside stakeholders or visitors are responsible for informing the desk security officer of the visitor's name, anticipated arrival time, and two contact numbers for CFSA staff:
 - a. The first contact number should be for the program's administrative assistant who shall escort the identified stakeholders or visitors to the meeting location.
 - b. The second contact number should be for a designated "back-up" staff member if the assigned program administrative assistant is unavailable to escort stakeholders or visitors to the meeting. The Program Deputy or Program Manager may designate the backup person.
3. Visitors are not permitted to enter or walk through CFSA buildings without being escorted by a CFSA employee. If a visitor refuses to abide by these requirements, they may be denied access to, or be escorted from, the building.
4. Persons carrying or possessing firearms or other deadly weapons are prohibited from entering any CFSA building. This prohibition shall not apply to law enforcement officers or security officers who are acting in their professional capacity and are permitted to carry firearms.

D. General Guidelines for Security Officers

1. Security officers are responsible for ensuring that employees have an active CFSA ID badge to enter a CFSA building. Employees who do not possess their ID badge, visitors and clients shall sign in at the information desk (there will be two designated signature notebooks—one for visitors and one for employees).
2. Visitors shall receive a visitor's pass and shall be accompanied by a CFSA employee (or designee) to their destination.
3. Employees, visitors, and clients reporting to a CFSA location other than 200 I Street SE shall follow the security requirements at those locations.

E. General Safety Guidelines

1. Safety Drills

On a routine basis, safety drills (e.g., fire drills) will be held at CFSA buildings, at the direction of DGS building management.

2. Training

Active shooter trainings and building evacuations will be held in collaboration with the MPD. When training is scheduled, staff present in the building are required to participate.

3. BERT (Building Emergency Response Team)

- a. BERT shall support first responders, educate agency employees on emergency preparedness, etc. The Agency BERT Team is comprised of staff from various administrations (e.g., as Risk Manager, Floor Warden, Zone Monitors, and Assembly Area Monitors).
- b. For additional information about BERT, view the [Agency's Emergency Response Plan](#) on CFSA's internal website.