

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.48	PAGE NUMBER 1 of 3
	RELATED ACA STANDARDS: 2-CO-3B-01	
CHAPTER: 8 ADMINISTRATION	SUBJECT: PERSONNEL MOVEMENT	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:	 9/22/15	
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517; 29 *Del. C.* §8903

II. PURPOSE: To establish procedures for personnel movement within the Department of Correction Administration Building.

III. APPLICABILITY: All Department of Correction employees, volunteers, student interns and persons conducting business within the facility.

IV. DEFINITIONS:

Internal Visitor: Any Department employee with a primary work location other than the DOC Administration Building

External Visitor: Any person not employed by the Department

Personal Visitor: Any person in the Administration Building for a non-business reason, i.e. an employee's relative, friend, etc.

V. POLICY: It is the policy of the Department of Correction (DOC) to control movement of visitors within the Administration Building. Access to the facility will be gained through specific entry points. Movement throughout the facility by other than authorized personnel (visitors, etc.) will be the responsibility of the employee conducting business or meeting with the individuals. All employees are responsible for challenging persons they do not recognize and determining the right and need to be in the facility.

VI. PROCEDURES:

A. Facility Entry and Exit

1. All employees, including internal visitors, must wear their Department ID within the facility.

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2. Visitors must enter through main lobby or Human Resources (HR) entrance. All external visitors must be escorted by a staff member(s) from the lobby/waiting area to any area of the facility past the security doors.
3. Employees shall be issued keys and access cards according to a plan approved by their section manager. Issuance and collection of keys/card shall be the responsibility of the section manager. The Capital Program Administrator shall be the monitor and point of contact for the key/card system.
4. Employees will be given either 24 hour access or normal work day only access as determined by their section manager. Employees with 24 hour access will be issued a pin number that, when used with their access card, can disarm the security system after-hours access. Employees with work day only access will not be issued a pin number and their access card will not operate during non-work day hours.
5. Responsibility of authorized employees entering the facility after hours will be to:
 - a. Verify the door is locked when leaving the building.
 - b. Use swipe card when entering the building.
6. Keys and cards will be issued to new staff assigned to the Administration Building. In the event keys or cards are lost, a replacement fee of \$5.00 will be charged.
7. Staff members are responsible for any personal visitors while inside the facility.

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B. Hours of Operation

1. The HR entrance will be open to the public from the hours of 8:00 AM to 4:00 PM. The Director of Human Resources or designee shall be responsible for providing reception coverage at that entrance during the public hours. The main entrance will be open from the hours of 8:00 AM to 4:30 PM. The Bureau Chief of Administrative Services shall designate staff to unlock and lock the outer doors each day. Section Managers have the authority to approve staff and specific visitors to the facility both before and after the public hours. However, the external doors are not to be left unlocked before or after normal operating hours.
2. The building has separate security zones for the Employee Development Center and the main administrative offices. In the event activities are conducted after the public hours, employees should be aware of the automatic timing and arming of the security systems. Any staff member(s) conducting after hour activities or staying in the building after the arming time is responsible for notifying the security company using the instructions on the access card and ensuring the system is armed when leaving.

C. Emergency Personnel

1. Police, fire, medical and maintenance response personnel are to enter and exit through the entrance most expedient to their task during an emergency situation.
2. Service and maintenance personnel will normally be cleared through the Capital Program Administrator. If these personnel will be in the building for an extended period of time and cannot be escorted by a facility employee, they will be required to sign in and out of a designated log book and issued a visitor's badge for identification purposes while in the building.

