

IOWA INTRA OFFICE INSTRUCTION NO. IA120-182

SUBJECT: ADS - STATE OFFICE SECURITY

§182.00 Purpose.

To establish security policy and responsibility for locking main entrance and auxiliary doors to the state office during and at close of business day.

§182.01 Scope.

(a) Security precautions to protect office space, personnel, and equipment are to be carried out on a daily basis.

(b) Three auxiliary doors (685, 617 and 621) are equipped with deadbolt and continually locked push combination latch locks with key override. The mail room door (677) is equipped with deadbolt and continually locked key latch. These doors are to be closed at all times. The push combination latch lock is provided so employees may have convenient access to the office throughout the day without need of a key. These doors will be locked at the close of business day by use of the deadbolt. The deadbolt may be locked and unlocked from the outside by use of the key, and from the inside by a thumb toggle.

(c) The main door (693) is equipped with a continually locking latch with convenience exit pull bar. This door will remain locked until the receptionist unlocks and opens the door at 7:30 a.m. and is present at the reception station.

(d) All doors to the state office will be locked at the close of business: 5:00 p.m. Monday through Thursday and 4:00 p.m. Friday. Employees leaving through any locked door will lock the door behind them. This is an inherent responsibility of each employee. Supervisors will review this policy with new employees and with staff on a periodic basis.

(e) Responsibility for locking of all state office access doors at close of business is contained in §182.02.

PART 182 - OFFICE SECURITY

182.01

(f) Supervisors are responsible for providing lock combination to employees. Employees must be cautioned to safeguard the combination so as to maintain the security of the office. ADS will inform all supervisors immediately of any change in the combination. Keys will be signed out to individual employees by ADS. Office keys are not to be copied. Individuals are personally accountable for their assigned key.

§182.02 Assignment of Responsibilities.

The following are assigned responsibility to assure the assigned entry door is properly locked at close of business.

Door 693	Primary: Receptionist, Backup: ASTC Secretary
Door 677	ADS
Door 685	PER
Door 617	WRPS
Door 621	IRM

The section head of the section assigned responsibility for a door will assign a primary and backup person to be responsible for locking the door at close of business. A copy of the memo assigning responsibility will be provided to ADS.