



## CONNECTICUT DEPARTMENT OF TRANSPORTATION

# POLICY STATEMENT

POLICY NO. EX.O.-22  
December 1, 2003

**SUBJECT:** Security at Newington Headquarters, the four District Headquarters, and the Rocky Hill Laboratory

In providing security to employees at Newington Headquarters, the four District Headquarters, and the Rocky Hill Laboratory, it is the policy of this Department that:

1. All DOT employees must conspicuously wear their Department ID badges at all times while they are entering or are inside the subject buildings. Employees are reminded that as they add or remove articles of clothing such as overcoats, jackets, sweaters, etc., they must re-position the ID badge so that it is clearly visible at all times.
2. Any employee at Newington Headquarters or at the four District Headquarters that forgets his/her ID badge must acquire a temporary badge for that day from the security guard at the building's security desk. Since there is no security guard at the Rocky Hill Laboratory, employees at the Laboratory who forget their ID badges must acquire a temporary badge for that day from the Rocky Hill Laboratory's Administrative Office. An employee who loses his/her ID badge must report the loss to his/her Supervisor and to the Division of Security at (860) 594-3053 and obtain another badge immediately, at a replacement cost of \$10.00.
3. Any visitor to Newington Headquarters or to the four District Headquarters who does not have a DOT badge, including vendors, contractors, members of the general public, and non-DOT State or government employees, must sign in at the building's security desk, present acceptable identification, advise the security guard whom he/she wishes to see, and acquire a temporary visitor's pass. The security guard will call that employee and advise him/her of the visitor's identity. The security guard shall then advise the employee that he/she must meet the visitor at the security desk, and that they must escort them into the building. DOT meeting coordinators who expect a number of outsiders to attend a specific meeting shall provide to the security desk in advance of the meeting an alphabetical list of attendees, the name of a Department contact person, and the contact person's telephone number. At the Rocky Hill Laboratory, all visitors who enter the building's lobby, including DOT personnel, must call the employee/section they wish to visit using the telephone in the lobby. The employee shall then meet the visitor in the lobby, have the visitor

sign in at the lobby desk, and make sure that the visitor has a badge. If the visitor does not have a badge, the employee must issue him/her a temporary visitor's badge. Department employees who have been given special access to the Rocky Hill Laboratory do not need to sign in or call the employee they wish to visit. Non-DOT delivery people who utilize the rear loading dock at Newington Headquarters to access the building must sign in at the security desk at that location, present acceptable identification, advise the security guard whom they wish to see, and acquire a visitor's pass. Visitors who utilize the Rocky Hill Laboratory loading dock/rear entrance or the basement entrance must ring the buzzer, be let into the building by a designated employee, sign in, and acquire a visitor's pass or display their DOT badge.

4. No unbadged person should be in the subject buildings, including unbadged DOT employees. If a DOT employee observes an unbadged person in any of the subject buildings, he/she shall courteously advise the unbadged person that all visitors must have an ID badge, which may be acquired in the building's lobby in accordance with Item #3 of this Policy. Although it is understandable that the DOT employee may feel somewhat awkward in approaching an unbadged person in this way, it is vital to security that this be done. The DOT employee should avoid any confrontation with an unbadged person, and contact the guard at the building's security desk or the Division of Security immediately if there is any problem with that person (at the Rocky Hill Laboratory, contact the Director of Research and Materials). In addition, 911 should be called in any life-threatening emergency situation.

It is necessary for all of us, as employees, to cooperate in the implementation of this security plan. Its success is dependent upon us being observant and responsible in reporting any suspicious person or situation or other legitimate threat to security by notifying supervisors, the building's security guard, or the Division of Security at (860) 594-3053. Visitors and employees who do not cooperate with the security plan will be subject to appropriate discipline.

(This Policy Statement supersedes Policy Statement No. EX.O.-22 dated December 13, 2000)