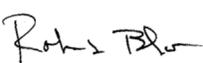


Memorandum



To: Tenants of the Rhodes Tower
From: Robert Blair, Director
Date: December 11, 2015 
Re: Security improvements for the James A. Rhodes State Office Tower

The changes occurring in the lobby of the Rhodes Tower are part of an ongoing upgrade of our building security systems. The major change in progress now is the installation of turnstiles, which will control access to our elevator banks.

This turnstile system is the same one we installed in the Riffe Center earlier this year. It is designed to allow for a steady flow of foot traffic in and out of the elevator hallways while enhancing our security by requiring employees to swipe badges and visitors to obtain a credential before entering.

The changes will be fully activated in January. (Please be patient over the next few weeks as we run tests and hold practice runs to eliminate any problems.) The new system includes:

- Installation of multi-lane, electronic card access turnstiles with physical barriers at each elevator bay. Your current access badge will be required for entry.
- Integrated elevator control/emergency shut-off at security desk for intruder issues.
- Visitors must obtain visitor access badges at one of the security desks.
- Visitors must show government-issued photo identification or be escorted by a Rhodes Tower employee. Acceptable forms of ID are a driver's license or ID card issued by a state's bureau of motor vehicles, state-issued ID card, passport, U.S. military ID, permanent resident card or any photo ID issued by a municipality, county or the federal government.
- Installation of visitor registration database software to verify the identity of people requesting access to elevators.
- Tenants are encouraged to pre-register visitor groups larger than five to increase the efficiency of access to large meetings by emailing dasfacilitiesmgt@das.ohio.gov at least 24 hours prior to the meeting.
- Tightened access to freight elevators and other restricted access areas.
- Implementation of enhanced employee training for tenants to increase awareness and report security and safety issues to prevent illegal and other improper activities.

Continued practices include:

- Tenants will continue to be subject to random searches of backpacks and other bags and cases.
- Visitors are prohibited from bringing backpacks into the building. Visitors with backpacks are asked to return their backpacks to their vehicles or visit another day.
- All visitors will have their bags and packages inspected.

Memorandum



For more information, please contact Ryan Dalton, Rhodes Tower facilities manager, at dasfacilitiesmgt@das.ohio.gov or 614-466-1268.

Thank you for your attention to and cooperation with these new procedures. We look forward to working with you to upgrade building security for everyone and appreciate your support.