

# VERN RIFFE CENTER SECURITY & VISITOR REGISTRATION

As part of continuing efforts to maintain building security, our procedures and protocols are under continual review by DAS and our partners at the Ohio Department of Public Safety. Changes and upgrades to building security are implemented as deemed necessary to help ensure the safety and security of those who work in, conduct business and visit The Vern Riffe Center for Government & the Arts.

## TENANT ACCESS

A DAS issued ID access badge is the centerpiece for maintaining building security while providing easy employee access to the Riffe Center. Elected or appointed officials, and state employees who are our tenants and are based at the Riffe Center, are issued an electronic access badge which also serves as a photo identification. This ID access badge is required to be worn and visible at all times while in the building. A standard access level provided for every badge will include; the State Street employee entrance to the building, Riffe Center parking garage elevator bays and the elevator lobby turnstiles. Additional access can be added to an ID access badge as necessary.

Tenants entering the building are required to display their ID access badge to security. Displaying the ID access badge at the 3<sup>rd</sup> floor x-ray/metal detector screening area will generally allow tenants to bypass the screening process. **DAS Security reserves the right to request screening of an individual even though they possess a valid ID access badge.**

Tenants who forget their ID access badge will be required to sign in at the High Street security desk. They will be asked for a government issued, photo identification (see Acceptable Forms of Identification below) as verification of their identity. Upon presentation of an acceptable form of identification, and verification of current status, security will issue the person a temporary access badge. A temporary access badge will only allow access to the State Street entrance to the building, the Riffe Center Parking Garage elevators and the elevator turnstiles. The temporary access badge must be returned to security prior to exiting the building for the day.

If a tenant does not have an acceptable form of government issued, photo identification, security will contact the tenant's immediate supervisor or an authorized person from the agency or office. The supervisor/authorized representative should report to the High Street security desk and verify the person's identity. Upon supervisor/representative verification, the person will be issued a temporary access badge for the day.

# INDIVIDUAL VISITOR ACCESS

Visitor access to the Vern Riffe Center is between the hours of 7:30am and 5pm weekdays. All visitors are required to enter the building through the High Street entrance only. All other building entrances are secured during weekdays. Upon entering the building, visitors are required to sign in at the High Street security desk if they need to conduct business in the tower.

To sign in, visitors will be asked for a government issued, photo identification (see Acceptable Forms of Identification below) as verification. Upon presentation of an acceptable form of identification, security will enter the information into the visitor registration system and print out a visitor ID sticker. The sticker is valid for approximately 4 to 6 hours at which point "VOID" will begin to appear on the sticker. The visitor is to place the sticker on their person in a visible location and proceed up to the 3<sup>rd</sup> floor visitor screening area.

**All visitors are required to pass through the x-ray/metal detector screening area.** Upon arrival at the screening area, all packages, bags, purses, backpacks, etc. are processed through an x-ray scanner. The visitor is required to step through a metal detector. If the metal detector signals an alarm, the visitor will be subject to an additional screening with a hand held metal detector. After successfully passing through the screening area, visitors will then proceed to the 3<sup>rd</sup> floor security desk where the officer will manually open the appropriate elevator turnstiles for the visitor to access the proper elevator.

A visitor without an acceptable form of government issued, photo identification may be admitted into the facility. The tenant from the agency or office the visitor is asking to access will be contacted by security to ask if the visitor will be permitted to enter the building. An authorized representative of the agency or office will be required to report to the High Street security desk to verify the visitor. The visitor's name and other pertinent information will be entered into the Guest registration system and a visitor sticker will be printed. The visitor must then be escorted to the screening area on the 3<sup>rd</sup> floor by the agency representative. Following successful screening, the visitor and escort should proceed to the 3<sup>rd</sup> floor security desk where the officer will manually open the appropriate elevator turnstile. The visitor must be escorted for the duration of the visit to the building.

All visitors should return their sticker with the officers at the High Street security desk upon exiting the building.

## GROUP VISITOR ACCESS

Groups of visitors to the Riffe Center can be pre-registered. Building tenants are encouraged to pre-register groups of 5 or more visitors. Groups of less than 5 cannot be pre-registered. Pre-registration speeds the visitor sign in process for meeting attendees. To pre-register visitors, please send a list of the visitor names, the meeting location, and the organizer's contact information to the following email address at least 24 hours in advance of the meeting.

[dasfacilitiesmgnt@das.ohio.gov](mailto:dasfacilitiesmgnt@das.ohio.gov)

Pre-registered visitors are required to enter the building through the High Street entrance and check in at the High Street security desk. Pre-registered visitors will be asked for a government issued, picture identification (see Acceptable Forms of Identification below) as verification of their attendance. Upon verification, pre-registered visitors will be issued a pre-printed visitor badge which they are to display on their person.

**All pre-registered visitors are required to pass through the x-ray/metal detector screening area.** Upon arrival at the screening area, all packages, bags, purses, backpacks, and such are processed through an x-ray scanner. The visitor is required to pass through a metal detector. If the metal detector signals an alarm, the visitor will be subject to an additional screening with a hand held metal detector. After successfully passing through the screening area, visitors will then proceed to the 3<sup>rd</sup> floor security desk where the officer will manually open the appropriate elevator turnstiles for the visitor.

Tenants with large groups of visitors are encouraged to advise their group to arrive early in order to allow for sufficient time to check in and pass through the visitor x-ray/metal detector screening.

## ACCEPTABLE FORMS OF IDENTIFICATION

The following forms of government issued, photo identification are acceptable for visitor sign in:

- Driver's License or ID card issued by any state bureau of motor vehicles
- State issued ID card
- United States Military ID
- Permanent Resident card
- Any municipal, county, or federally issued photo ID (i.e. Police)
- U.S. Passport

## DELIVERIES

All deliveries to the Vern Riffe Center are to be done through the building dock. The dock accepts deliveries weekdays between the hours of 7:30am and 5pm only. The dock is accessible via Wall Street. Upon arrival, delivery drivers are required to present a government issued, photo identification and sign in with the dock security officer. Once signed in, the dock security officer will assign a Delivery ID badge to the driver. Delivery ID badges serve as identification only and do not have any access to the building. All items to be delivered are scanned through an x-ray machine before the driver is permitted to enter the building to make the deliveries. Upon completion of all deliveries, the driver is required to return to the dock, turn in the delivery ID badge, and exit the building through the dock.

Lunch delivery drivers may only enter the building through the High Street entrance. Lunch delivery drivers will be retained in the High Street lobby and will not be permitted to sign in and deliver inside the building. When placing lunch orders for delivery, be sure to give your name, contact number, and floor location when placing the order. Upon arrival, the High Street security desk will contact the tenant listed on the order. The tenant is required to come to the High Street lobby to pick up the order. Security cannot be responsible for locating tenants who have not provided adequate contact information to the lunch delivery driver.