

Department of Administrative Services (DAS) Facility Security, Visitor Registration & Access

All DAS managed facilities have DAS Security officers present to perform a variety of duties related to maintaining a safe, secure working environment. While the number of officers and their specific duties may vary by location, lobbies and visitor reception areas are the primary location where DAS Security officers are posted.

Collaborative Partners in Security

The Ohio Department of Administrative Services is proud to work closely with the Ohio Department of Public Safety and the Ohio State Highway Patrol to provide a safe and secure environment to the people who work, conduct business and visit the DAS facilities. The presence of OSHP Troopers and Police Officers in our buildings is a clear indication of how seriously we all take this responsibility.

ID/Access Badges

All persons in DAS managed facilities are required to display their Access/ID badge at all times while in the building. Visitors are similarly required to display their visitor credentials at all times while in the buildings. Any person who is not displaying a current state access/ID badge or an authorized visitor badge should expect to be asked to produce and wear their credentials by DAS Security or a law enforcement officer.

Visitor Registration

DAS defines a “visitor” as any person who does not possess a state of Ohio Access/ID card issued by their employing executive, legislative or judicial agency or entity, Board or Commission. Visitors must register with DAS Security in the lobby of the building they are accessing. Visitors must present a current, valid government-issued photo identification card, document or credential.

These generally include:

- a) Driver’s license issued by any state of the United States
- b) Identification card (non-driver) issued by any state of the United States
- c) Law Enforcement Officer Identification Card
- d) U.S. Military Identification card
- e) U.S. Passport
- f) Permanent Resident Identification Card

Other government issued photo identification may be used, subject to acceptance at the time of presentation.

Visitors With Acceptable Proof of Identification

Visitors who present acceptable proof of identity will be issued a temporary visitor pass which will expire at the close of normal business hours that day. The temporary visitor pass issued will list the name of the visitor, the current date and the floor they are visiting in that building. Visitor passes are to be returned to DAS Security as the person is leaving the premises. Visitor passes are not transferable to any other person and are not valid in any other building or on

any other day. All visitors must register each day they are attempting to access one of the DAS buildings.

Visitors Who Are Unable to Provide an Acceptable Form of Identification

Visitors who are unable to produce an acceptable form of government-issued, photo identification at the time of registration may still be admitted into the facility. The authorized representative from the agency or entity the visitor is asking to access, will be contacted by DAS Security to inquire if the visitor is to be permitted to enter the building. The authorized representative of the agency or entity will be required to report to the lobby security desk to verify the visitor. The visitor's name and other pertinent information will be entered into the Guest Registration data base and a "Visitor" pass will be printed. The visitor must be escorted for the duration of their visit to the building.

State Employees/Persons With Valid State of Ohio Access/ID Badges From Other Locations

Individuals from other state buildings who possess a current State of Ohio issued Access/ID badge issued by an agency which is not a tenant or for buildings other than the DAS facility they are requesting entry, are not considered to be visitors and do not have to register as visitors. These individuals are not subject to further screening and are allowed entry to the controlled access areas of the building without registration. In some buildings this will require that a DAS Security officer will open the security turnstile gates for the individual to gain access to the controlled areas of the buildings.

Bag/Briefcase/Box/Parcel Search or Screening

Visitors who carry articles, items, or objects, in boxes, briefcases, purses or bags are required to have those items be inspected either physically by DAS Security or screened by x-ray equipment prior to being allowed into the controlled access areas of a building. Individuals with state access/ID badges may also be asked to have their items inspected or screened on a random basis as well.

Personal Screening of Visitors & Others

In buildings where metal detector arches are located, visitors will be required to walk through the device to determine if they have any prohibited items (weapons) on their person. Individuals who trigger an alarm from the device will be expected to permit a portable "wand" check to further define the cause of the alarm. Individuals with state access/ID badges may also be asked to be similarly screened on a random basis as well.

Visitor Back Packs Prohibited

Visitors are prohibited from carrying or bringing "back pack" type bags into DAS facilities. Visitors may not hand-off their back packs to state employees to carry them through security checkpoints. Visitors cannot leave their backpacks with security at any time and no storage or locker facilities are provided by DAS. Visitors who bring back packs into DAS buildings will be required to immediately remove them from the building.

Specific Security Procedures/Protocols Vary By Location

Because of the differing locations, uses and tenants present in each of the DAS managed facilities, some specific security procedures and protocols employed may vary by building.

