



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Frank Peterman, Jr.

**Date:** 6/18/10

**Subject:** Headquarters Building Security

**Section:** FDJJ – 2030

**Originating Office:** Program Accountability, Risk Management

**Authority:** Direction of the Secretary

**Related References:** Badges Policy and Procedures, FDJJ 1003.30 and 1003.30P

**Purpose:** To establish building security protocol for the Knight and Alexander buildings in Tallahassee.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice.

### **POLICY STATEMENT:**

- All visitors to the Knight building, including employees' children, must check in with the building security guard at the front desk to be provided with a visitor's badge. No visitors shall be allowed to enter the building at the north and south side doors at any time.
- Employees are required to come to the front desk and escort their visitor through the building. Visitors are not allowed to proceed to an employee's office or meeting place without an escort. Employees must also escort visitors to the lobby upon departure to ensure proper check out.
- In an emergency situation where 911 has been called, the front desk shall be notified of the call. Any emergency vehicles that arrive at the building shall use the east and west entrances of the Knight building to ensure proper access to the building and to prevent the blocking in of employee vehicles.
- Outside of normal work hours, any employee visiting the Knight building shall sign the log book located at the front desk upon arrival and departure.

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- Visitors to the Alexander building are to use the directory and telephone located in the lobby of the building to contact an employee. Employees are to meet the visitor in the lobby, accompany them through the building, and escort them back to the lobby upon their departure.
- Notification of any public meeting held in the Knight or Alexander buildings shall be given to the security guard prior to the day of the meeting.
- DJJ employees shall always display their identification badge when in the Knight or Alexander buildings.
- Doors leading off of the lobbies for both buildings are not to be propped open at any time.

**PROCEDURES/MANUALS:** N/A