

In an effort to enhance security at DAS, offices with 11 or more employees should utilize a visitor badge and sign-in process. Due to the varying degrees of public access and numbers of customers who visit our DAS offices, minimum standards must be met. DAS managers are encouraged to use your discretion to enhance these standards to respond to the security needs/concerns of your respective offices.

## **Visitors must register upon arrival**

- All visitors who have business in a DAS office or on a DAS floor must register with the front desk staff upon his/her arrival.
- Visitors also will be required to list the departure time on the sign-out sheet when they have concluded their business with the office.
- A sign-in sheet should be utilized to solicit the following information: date, arrival time, departure time, visitor's name, visitor's company or state agency, and name of office or employee to be visited.
- Offices with more than one entrance point should cordon off or direct visitors to one central location to sign in and receive a visitor badge.
- Couriers and visitors whose business is to deliver or retrieve packages in the reception area are not required to sign in.
- Sign-in sheets should be retained for at least 30 days before disposal.

## **Visitors must wear state credentials or be issued a visitor badge**

- All visitors, with the exception of state agency employees wearing an agency or state building photo I.D. badge, should be issued a temporary visitor badge after registering.
- Visitor badges and state I.D. badges must be visible and worn at all times.
- State agency employees who display an agency or building photo I.D. badge must sign in with the receptionist but are not required to receive a visitor badge.
- Visitors will be required to return the temporary visitor badges and list the departure time on the sign-out sheet when they have concluded their business with the office. (Peel-n-stick visitor badges should be retrieved and destroyed.)

## **DAS Offices must display sign regarding this procedure**

A sign should be displayed in a visible location for incoming visitors. The sign should read: "Welcome to DAS. All visitors must sign-in and receive a visitor badge. All DAS visitors and employees must visibly display your I.D. badges at all times."