

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STAFFING SERVICES DIVISION
General Information Bulletin #02-01

T0: Department and Agency Personnel, Human Resource and Affirmative Action Offices
FROM: William E. Doyle, Director of Staffing Services
SUBJECT: DCS New Security Procedures
DATE: March 6, 2002

The Department of Civil Service has instituted new security procedures effective February 19th. These procedures are intended to identify by sight all employees, visitors, contractors and other non-DCS employees in Building 1 on The State Campus in Albany. All entrances, except the main, front entrance, are labeled with signs indicating they are for use by employees only.

The following outlines the procedures for all non-DCS employees entering the building:

Visitors:

All visitors must enter Building 1 at the Front Entrance and obtain a visitor's badge. The visitor's badge must be worn at all times while in the building. Anyone who does not have a visitor's badge will be stopped and escorted to the Reception Desk. Identification badges from other agencies will not substitute for a DCS visitor's badge.

The DCS division expecting the visitor(s) will notify the Reception Desk in advance and a visitor's badge will be prepared. When the visitor arrives, the individual will be issued the visitor's badge and directed to the specific location. This procedure also will apply to test candidates.

If an individual arrives at the Reception Desk who is not expected, a call will be made to the division the visitor is planning to visit in order to verify that the individual is expected. A visitor's badge will be issued once an escort from the division arrives to meet the visitor.

Persons with scheduled appointments at the Employee Health Service (EHS) **must first stop** at the Reception Desk to obtain their visitor's badge. Special arrangements regarding group appointments can be made by contacting Connie Steinbach, EHS Administrator, at (518) 457-6142.

Training Course & Large Meeting Attendees:

Those attending training courses or meetings will be issued a Visitor's pass for each day of the event at the time they are invited. These will be issued by the division scheduling the event.

Deliveries:

All deliveries **including hand carried envelopes** must be made to the Mail Room. No deliveries will be accepted at the Reception Desk.