



Facility Management

PAGE NUMBER 1 OF 1

DATE 06-25-98

POLICY NUMBER 10-90

SUBJECT: AFTER HOURS ADMITTANCE TO THE CAPITOL COMPLEX

POLICY STATEMENT

Due to difficulties we have encountered with unauthorized individuals entering the Capitol after normal working hours, the following procedures will be effective immediately:

1. All doors will be secured at 5:30 p.m. Monday through Friday.
2. Entrance will be allowed at the card access doors only.
3. Individuals seeking entrance must provide a state employee I.D. card or security system key before they will be admitted.
4. If you have individual employees or service representatives that need admittance to the Capitol after 5:30 p.m. on weekdays, please provide Facility Management with a written memo with names, department, and approximate time.
5. Weekend hours will be as follows: Access will be permitted by providing proof of state employment as outlined above.
6. If an employee has a guest with them after hours during weekdays and weekends they are required to sign at the logbook by the Information Desk.
7. Memorial Day through Labor Day there are guided tours provided on the weekends. Due to the hours of the guided tours the doors will be open on Saturday from 9:00 a.m. until 4:00 p.m. On Sunday doors will be open from 1:00 p.m. until 4:00 p.m. (These doors would include the north center door and the south carport entrance). Never unlock the first floor revolving doors!

With your cooperation, we will be able to secure the Capitol and yet provide your employees with the access they need to carry on the functions of your particular department or agency. If you have any difficulties with the procedures, please contact our office.