



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

March 1, 2012

Memorandum

To: Agency Heads and Human Resources Directors
From: Linda D. Coleman *LDC*
State Personnel Director
Re: Building Security Measures

It has been brought to my attention that procedures regarding ID badges are not being consistently enforced. Safety and security within state government office buildings and facilities can only be maintained if all employees and visitors are properly identified via an ID badge designating them as an employee or visitor.

As a reminder: Everyone within a State building must display either a State Identification (ID) Badge or a numbered visitor badge. Badges must be visible at all times. Anyone not displaying a badge may be advised to return to the lobby in order to obtain proper clearance to enter the building.

It is also important that State employees remember that they are not authorized to allow anyone to enter the building on the employee's badge. Please advise your employees of this procedure. Please report to the building security guard or receptionist to obtain clearance for guests or employees who do not have their badge to enter and sign in. Employees are not authorized to allow anyone, including other employees, to enter a government facility without proper clearance via the individual's own badge or proper clearance per their facilities procedures.

Many agencies have ID badge, entry policies and procedures. The Office of State Personnel has completed a standard policy for agencies to use for site specific application, if necessary. The ID Badge Policy was approved by the State Personnel Commission on October 20th, 2011. Universities, due to their numerous and varied types of secured and public points of entry with their employee and student population, are subject to their own ID Badge Policy(s).

Please educate your employees about the basic security procedures related to displaying proper identification and following appropriate procedures for entering a state government building.

Thank you for all that you do to keep our employees safe and well.