

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE**

Refer to: ADM

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 2008-01

**BUILDING PHYSICAL SECURITY POLICY FOR
ALBUQUERQUE AREA OFFICE AND
NATIONAL PROGRAMS - ALBUQUERQUE**

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PURPOSE. The purpose of this policy is to establish physical security policy and procedures for the co-occupants, Albuquerque Area Office and the National Programs – Albuquerque, of the Indian Health Service (IHS), located at 5300 Homestead Rd., NE, Albuquerque, NM, in accordance with requirements of the Department of Health and Human Services (DHHS), Office of Inspector General (OIG), to have a written physical security policy which is no more than three years old in accordance with the Government Information Security Reform Act.

2. **REFERENCES.** Public Law 566, 80th Congress, June 1, 1948; the Federal Property and Administrative Services Act of 1949, as amended.
3. **POLICY.** It shall be the policy of the co-occupants of the IHS Building to assure a safe and secure work environment for the employees (civil service and commissioned officers), contractors, clients, visitors, and persons providing services for and/or to the Albuquerque Area Office and National Programs - Albuquerque. This policy will be published and posted to ensure all parties are aware of their responsibilities. These guidelines shall apply to all property under the control of the IHS and General services Administration (GSA) and to all persons entering in or on subject property.
4. **BACKGROUND.** As an agency of the DHHS, all facilities of the IHS are required to abide by the DHHS, OIG requirements.

5. **RESPONSIBILITIES.** The Administrative Liaison, National Programs – Albuquerque, and the Director, Albuquerque Area Indian Health Service, are responsible for enforcing such practices as are found to be reasonable for a federal facility and in accordance with this policy.

All employees are responsible for cooperating with the security personnel (i.e., security guards or law enforcement personnel) and for observing and adhering to these rules and regulations.

Security guards are responsible for implementation of the policies and procedures outlined in this document and the requirements of the acquisition document or contract. Security personnel are responsible for responding to emergency situations, contacting the Albuquerque Police Department as appropriate, bringing suspicious issues to the attention of the Administrative Liaison and/or Area Director and be available as needed for safety and security purposes. Summaries of relative security incidents shall be forwarded to the Albuquerque Area Occupational Safety and Health (OSH) Committee through the Albuquerque Area Office Safety Officer and the Albuquerque Area Physical Security Point of Contact.

A Physical Security Assessment of the building, grounds and security policies and procedures shall be conducted by the Area Physical Security Point of Contact and submitted to Headquarters, Indian Health Service, as required.

Security incidents related to information or information systems should also be reported to the IHS Chief Information Security Officer (CISO) or IHS Information Systems Security Officer (ISSO) to be handled in accordance with IHS policies and procedures.

6 **PROCEDURES.**

- a. ***Admission to Property.*** The IHS Building shall remain open to the public between the hours of 7:30 a.m. and 5:00 p.m. on working days. Admission before 7:30 a.m. or after 5:00 p.m. will be restricted to authorized persons only who display Government or other acceptable identification. Access to the building and offices within shall be limited to those persons having official IHS business.
- b. ***Identification (ID) Badges.*** All employees (civil service and commissioned corps) and contractors will be issued a picture identification (ID) badge. This badge will be worn visibly at all times while in the facility. If an employee reports for duty without his or her ID badge, the security guard, after confirming the employee is authorized entry, will issue a “Visitor” badge to the employee.

If a picture ID badge is lost, stolen, or destroyed, the employee must report immediately to the Division of Human Resources office for issuance of a new ID badge. The supervisor is responsible for collecting the ID badge from an employee

upon transfer or termination of employment from the Albuquerque Area Office or National Programs – Albuquerque.

- c. **Signing In and Out.** All “Visitors” are required to sign in upon arrival to and sign out upon departure from the IHS Building. Upon signing in, the visitor will be issued a “Visitor” identification badge by the security guard or receptionist, which must be worn and be visible during the entire period of time the visitor is in the IHS Building.

Employees are also required to sign in and out at the security desk during off hours (6:00 p.m. to 6:30 a.m., weekends, and holidays). Employees are not required to sign in or out at the security desk during normal work hours (6:30 a.m. to 6:00 p.m., weekdays, excluding holidays) unless they do not have their picture ID badge to wear that day (see *b* above).

The main entry doors on the south side of the IHS Building will be unlocked at 7:30 a.m. and locked at 5:00 p.m. on workdays. All other exterior doors will remain locked at all times.

There is an additional sign in and out for people accessing secured areas within the building such as the first and second floor computer rooms (see *q* below).

- d. **Subject to Inspection or Search.** Packages, briefcases, bags, or other containers brought into or being removed from the IHS Building are subject to inspection. A random search of briefcases and bags will be conducted at least quarterly and documented by the security guard. The search will be to assure unauthorized electronic media and electronic hardware are not being removed from or brought into the building without approval. A full search of a person may accompany an arrest. Removal of Government property from the IHS Building must be approved according to established policy.
- e. **Signs and Directions.** Persons in and on this property must at all times comply with existing signs of prohibitory, regulatory, directory, or with directions from authorized officials.
- f. **Weapons.** No person entering, or while on the property, shall carry or possess firearms, explosives, incendiary devices, or sharp articles such as knives with blades in excess of four inches in length.
- g. **Disturbances.** Any unwarranted loitering, disorderly conduct, or other conduct on this property that creates loud or unusual noise or nuisance; disrupts the performance of official duties by Government employees; or that prevents the general public from obtaining access to services on this property in a timely manner is prohibited. Persons who create disturbances will be requested to leave. If the disorderly person refuses to leave, the security guard shall contact Albuquerque Police Department for assistance.

h. Alcoholic Beverages & Intoxicating Drugs. Possessing or using alcohol or any intoxicating drugs while on the property or in the IHS Building is prohibited. Any person on this property or in this facility who is under the influence of alcohol or illegal drugs will be requested to leave. If the person under the influence of alcohol or illegal drugs fails to leave when requested, the security guard shall notify the Albuquerque Police Department for assistance in removing the individual.

Destruction of Property. The willful destruction of or damage to real or personal property, or theft of Government property, is strictly prohibited. Security guards shall conduct rounds periodically to detect destruction or damage to Government property. Incident reports are prepared as required.

i. Vehicular Traffic. Drivers of vehicles entering on or while on this property shall drive in a careful and safe manner at all times and shall comply with posted signs and directions. The security guard shall report drivers who do not comply with this policy to the Albuquerque Police Department.

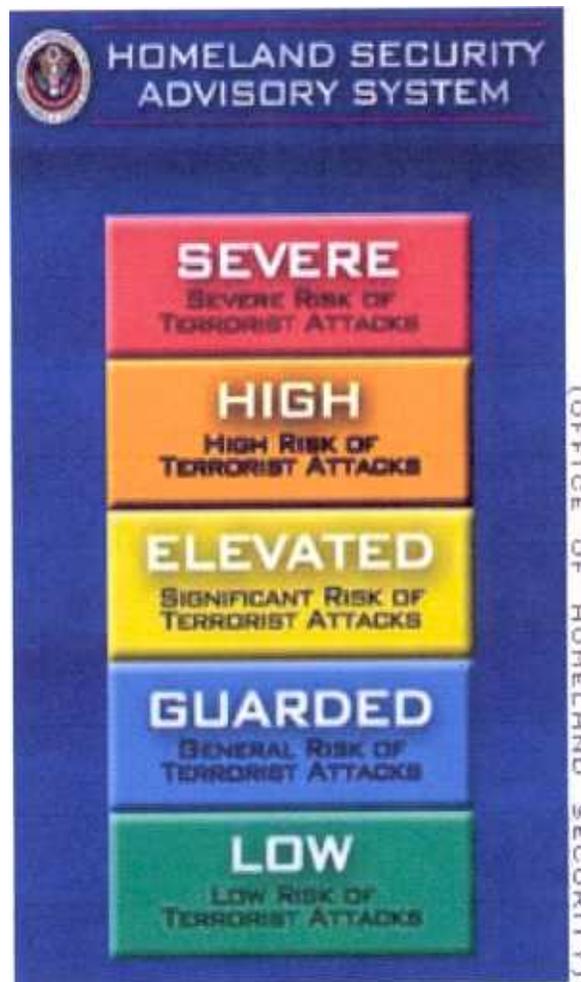
k. Parking. Vehicles shall be parked in areas identified as parking spaces. The blocking of entrances, driveways, walkways, loading platforms, fire lanes or hydrants on the IHS property is prohibited. The security guard may report drivers who fail to comply with this policy to the Albuquerque Police Department or may be subject to vehicle towing at the owner's expense. All vehicles on the property shall visibly display either an employee or visitor parking permit.

l. Keys. Private offices, for which a key is issued, may only be entered for official and/or assigned purposes. Use of assigned keys by unauthorized individuals or for unauthorized reasons is prohibited and individuals who fail to adhere to this policy may be subject to disciplinary action. The supervisor is responsible for collecting keys assigned to an employee upon transfer or termination of employment.

m. Access Codes. Employees may be assigned access codes to enter the facility prior to official opening or after closing times for the purposes of working overtime or to engage in other authorized activity. Employees who are issued an access code are responsible for the protection of their individual access code. Employees are not permitted to share their assigned access code with any other person, including family members. Employees who fail to keep access codes confidential may be reported to his or her supervisor for counseling, training, and/or disciplinary action. The supervisor will inform the Access Code Point of Contact when an employee is transferred or terminates employment to disable the employee's code.

n. Deliveries. All deliveries are to be made at the loading dock between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Security Guards are not permitted to sign for any deliveries. Security Guards are not responsible for holding out-bound packages for pick-up.

- o. Security Guard Reports.* Reports are essential to professional and effective security work. Records of particular events may be pertinent and therefore, must be recorded appropriately. Reports will also prove invaluable toward evaluating on-going security and safety goals and activities of security personnel. Individuals completing the reports must assure complete and clear information is provided. Daily logs and any incident reports shall be routed to the Executive Officer, Albuquerque Area Office, and the Area Physical Security Point of Contact for dissemination and notification as appropriate.
- p. Terrorist Threat Conditions.* This facility recognizes and follows the terrorist threat conditions established under the Department of Homeland Security. Those threat conditions are as follows:



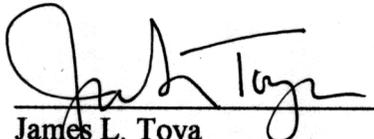
The facility routinely maintains a constant state of security preparedness commensurate with the Orange or "High" level of risk of terrorist attacks. The Incident Management Team shall meet during a time when the national, regional, or local

threat condition changes to a higher level to determine what, if any, additional security measures are warranted. (See Albuquerque Area All Hazards Plan for information on the Incident Command System and Incident Management Team.)

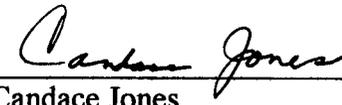
q. Securing Sensitive Locations. Sensitive areas such as computer rooms and telecommunications shall be kept locked at all times. Access shall be limited to authorized personnel only. The computer room sign in and out sheet will be used by people accessing these areas. Visitors/workers to sensitive areas shall be escorted at all times by an authorized IHS employee.

7. **SUPERSEDURE** Albuquerque Area IHS Circular 2003-04, "Building Physical Security Policy for Albuquerque Area Office/National Programs – Albuquerque", dated April 7, 2003

8. **EFFECTIVE DATE**. This circular is effective upon date of signature and shall remain in effect until canceled or superseded.

 1/3/08

James L. Toya Date
Director
Albuquerque Area Indian Health Service

 1/2/08

Candace Jones Date
Administrative Liaison
National Programs – Albuquerque