



Non-State Employee Identification and Building Access Card

Information Meeting

September 16, 2009



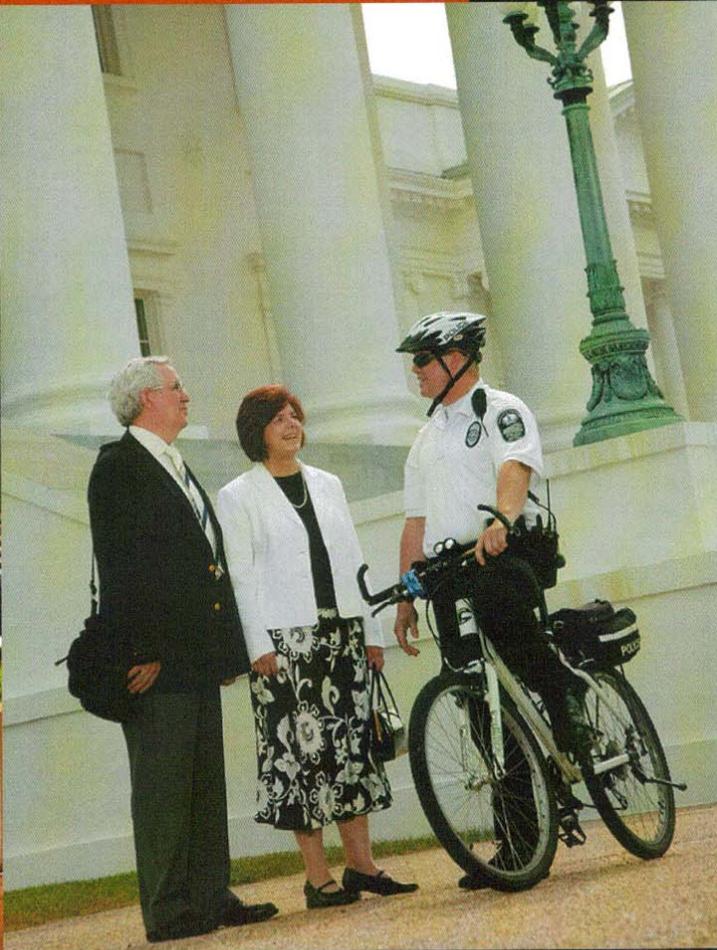
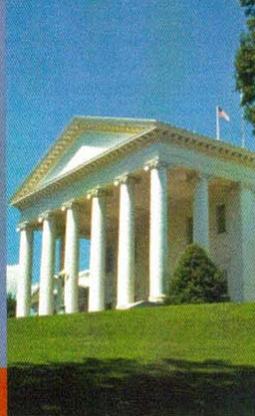
Reason for Change

- **Old Process** – Non-state employees had to work with DCP to get security clearance, then come to DGS to get a separate access card
- **New Process** – DGS becomes the one stop shop for employee and non-state employee identification cards
 - This provides for a streamlined and more customer friendly process





THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA



Identification and Building Access Cards for State Office Buildings

Chief Kimberly S. Lettner

*Sergeant Stephen R. Robinson,
CPS*

www.dcp.virginia.gov

The Duty to Protect. An Honor to Serve.

The Capitol Complex:

is defined as all buildings and grounds in the Richmond Metropolitan area that are patrolled by the Division of Capitol Police and/or maintained by DGS.



Standards for ID Cards

All Buildings except the Executive Mansion, Patrick Henry Building and Pocahontas Building

- A felony conviction involving violence or larceny within the past ten years.
- Any felony conviction within the past five years
- Any sex offense conviction



Standards for ID Cards Con't

- A misdemeanor conviction involving violence, larceny, or violation of a protective order in the past three years.
- Outstanding warrants.
- Active protective orders
- Pending charges.
- Any other circumstance determined by DCP to be detrimental to security.



Standards for ID Cards Con't

The Executive Mansion, Patrick Henry Building and Pocahontas Building

- Any felony conviction.
- Any sex offense.
- A misdemeanor conviction involving violence, larceny, or violation of a protective order in the past three years.
- Outstanding warrants.



Standards for ID Cards Con't

- Pending charges.
- Active protective orders.
- Any other circumstances determined by DCP to be detrimental to security.



Rejections or Revocations

- Based upon identifying information submitted, Capitol Police shall, based upon sole judgment and discretion, approve security clearance.
- ID cards may be revoked at the discretion of DGS, DCP, or the hiring agency.
- Rejections or revocations of security clearances may be appealed by the applicant, in writing, to the Chief of the Division of Capitol police at P.O. Box 1138, Richmond, Virginia 23218, or via e-mail at ChiefsOffice@dcp.virginia.gov.



Importance of Identification and Building Access Cards:

- Streamlines access control into the buildings
- Creates a standard credentialing process
- Allows level of building access
- Allows DCP officers to insure compliance
- Enhances security in state office buildings



Background Process

- Capitol Police (DCP) receives DGS form (DGS-32-006) which must be completed.
 - Full name
 - Date of birth
 - Race
 - Sex
 - Building assigned to
 - Building address



Background Process Con't

- This form is then given to the DCP dispatchers who will enter the information into the Virginia Criminal Information Network (VCIN) and National Crime Information Center (NCIC)
- The information DCP receives from these two data bases lets us know if an individual has a criminal history.
- The information obtained is then given to our Lieutenant of Administration or their designee for review.



Background Process Con't

- After the criminal history is reviewed the individual is either approved or not approved for the identification and building access card



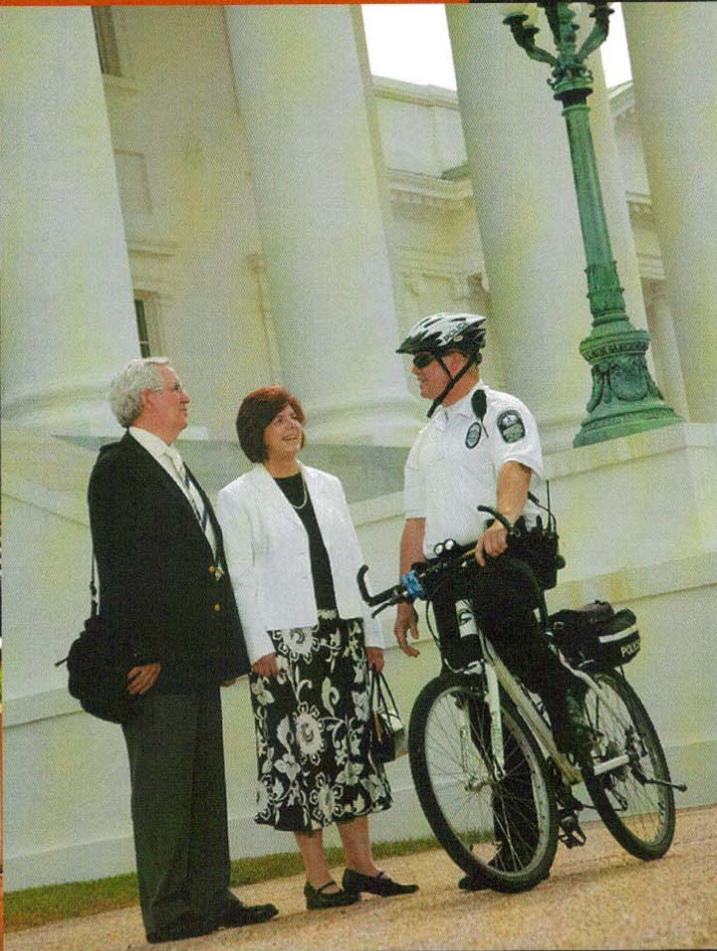
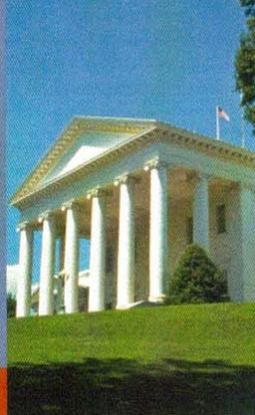
Incidents Involving ID Cards

- May 2009 Monroe Building. Contract worker moving furniture, for less than two hours, stole a blackberry and made \$700 in phone charges. (No ID card)
- April 2009 Pocahontas Building. Contract worker for improper computer usage. Left his ID card on the desk.
- April 2009 Jefferson Building. Daughter stole mothers ID card to enter building and steal prescription drugs.





THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA



Questions & Comments

Please contact:

Chief Kimberly S. Lettner
786-2568
klettner@dcp.virginia.gov

Sergeant Stephen R. Robinson
786-2529
srobinson@dcp.virginia.gov

Division Website
www.dcp.virginia.gov



The Duty to Protect. An Honor to Serve.



New ID Card Process





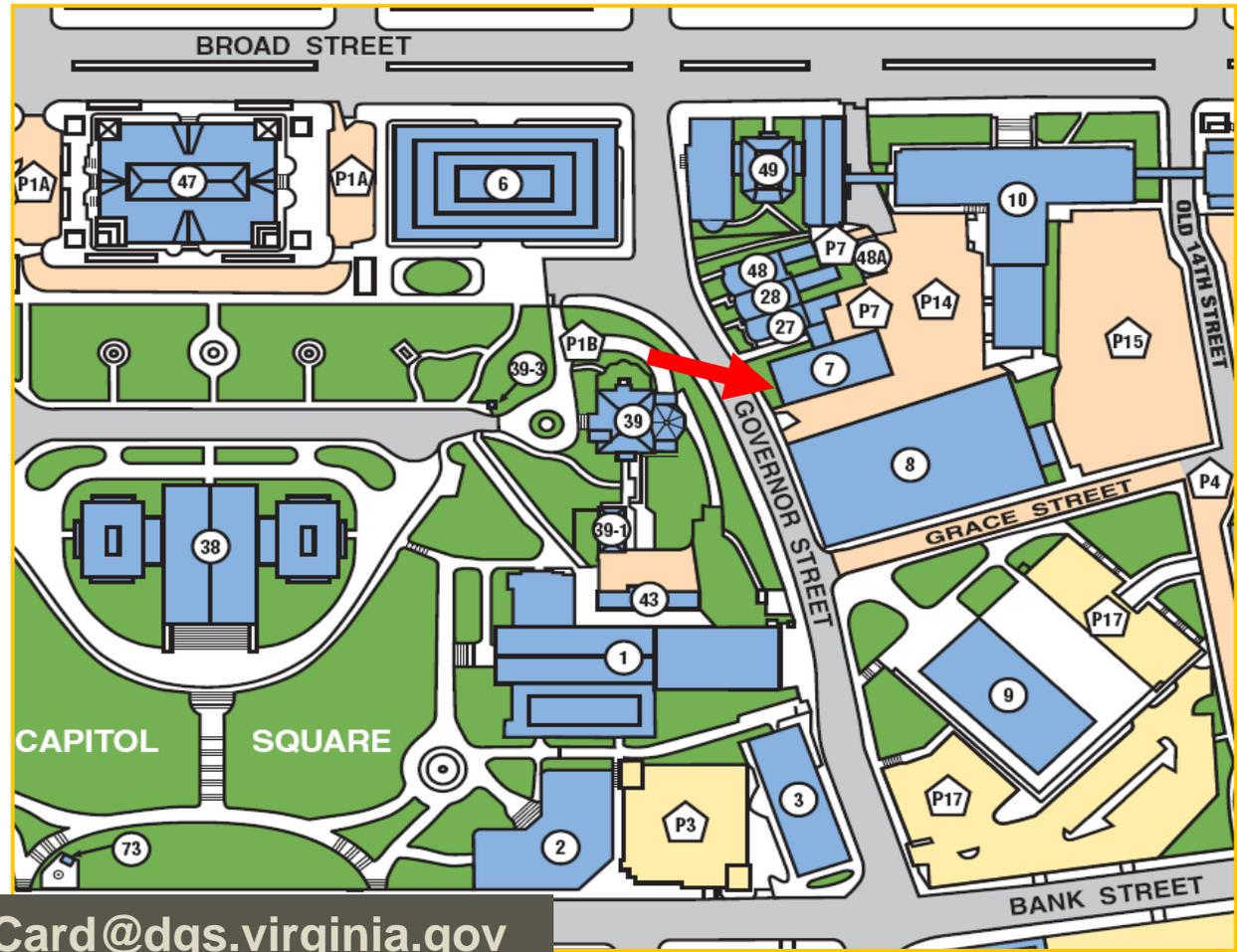
DGS Parking Services and Building Access Section

215 Governor Street

Inter-Agency Mail
Stop: 194-17

(804) 786-5675

Fax: (804) 786-5911



AccessCard@dgs.virginia.gov
www.dgs.virginia.gov/parking

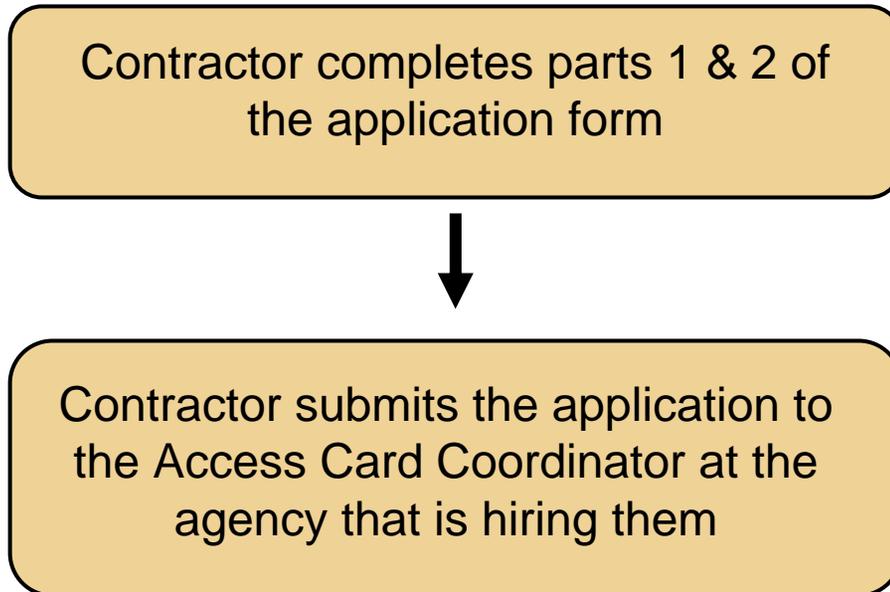


Areas Where this Policy Applies





ID Card Process



- Forms will be on the DSG website
- Information is used for security clearance
- Must be signed by the applicant



Identification and Building Access Card Application Non-State Employee

All non-state employees who provide services or work in a building at the Capitol Complex are required to submit this application. This information will be used as a basis for issuance of a security clearance and suitability determination. Disclosure of the information is voluntary however your Social Security Number may be requested to exclude potentially derogatory information. Information contained herein is authorized by Sections 2.2-3803, 15.2-1722, and 30-34.2:1 of the Code of Virginia.

Contractors must submit this form, with the first page completed, to the Access Card Coordinator at the agency they will be working for. Contact information for Access Card Coordinators can be found on the DGS website (www.dgs.virginia.gov/parking).

PART 1: Company's Information	
Company Name: []	
Name of Contact at Company: []	Phone: []
Fax: []	Email: []
Employer Identification Number / Federal Tax Identification Number: []	

PART 2: Applicant's Information	
First Name: (legal name) []	Middle Name: []
Last Name: []	<input type="checkbox"/> Initial Issue <input type="checkbox"/> Renewal/Replacement
Position Title: []	
Phone: []	Email: []
Date of Birth: (mm/dd/yyyy) []	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Race: []

By providing your signature below you agree that the information you have provided is accurate. Any false information submitted will be grounds for denial/revocation of any clearances issued and/or prosecution under state law. I agree that I will:

- Safeguard the card and not allow it to be used by anyone else;
- Illegal possession of cards will be prosecuted under all applicable state laws;
- Notify the Agency Coordinator immediately if the card is lost or stolen;
- Pay the \$15.00 fee if my card needs to be replaced;
- Return the card to the Agency Coordinator immediately upon termination of my employment;
- Wear the card at chest level on my outermost garment and in clear view.

Signature of Applicant:	Date:
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ID Card Process

Agency Access Card Coordinator completes part 3 of the application



The application is submitted to DGS at least 5 days before the need

- List expiration date if it is less than a year
- Building #'s are in the policy document
- Access groups determine which card readers can be accessed
- If they don't need to use any card readers select the ID card only option

Applicant's First & Last Name: _____

This request must be received by DGS at least five working days prior to commencement of work.

PART 3: Agency Badging Coordinator Completes		
Coordinator's Name: _____		Phone: _____
Agency: _____		
Division/Sub-Unit: _____		
Start/Effective Date: _____		Termination/Expiration Date: _____ <small>(Maximum is One Year)</small>
Check the Appropriate Action: <input type="checkbox"/> Access Change (new card not issued) <input type="checkbox"/> Initial Issue <input type="checkbox"/> Renewal Replace Card Because: <input type="checkbox"/> Broken <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Cracked		
Building Number	Access Group	Access Level
_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)
_____	_____	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> No Access, ID Card Only (don't fill in Access Group)

Building Number: Look-up on the Parking Services and Building Access Section website

Access Group: Contact the Parking Services and Building Access Section to request appropriate codes for your office area(s)

Access Level:

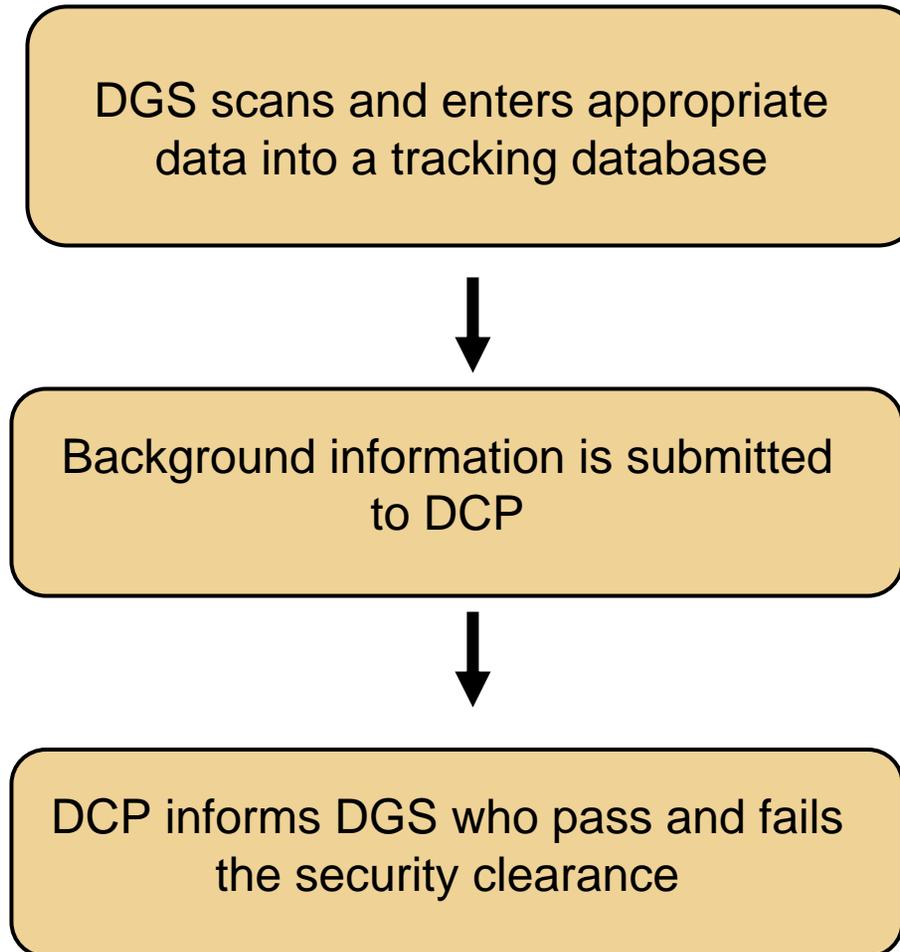
Level	Hours	Days
I	6:00am - 6:00pm	Monday-Friday (No Holidays)
II	24 Hours	Monday-Friday (No Holidays)
III	24 Hours	365 Days a Year

Signature of Agency Supervisor:	Date:
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Signature of Agency Head or Designee: <small>(Designees must be on file with DGS)</small>	Date:
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ID Card Process





ID Card Process

DGS notifies Agency Card Coordinator who passed and when they are scheduled for an appointment



Agency Coordinator informs the contractor/non-state employee

- It will take about 3 days after submitting a form to hear from DGS





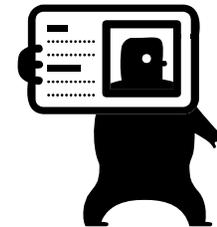
ID Card Process

At appointment date and time the contractor reports to the DGS Parking Services and Building Access Section



A photograph will be taken and the ID card will be issued

- A valid photo-identification issued by a government agency must be presented by the contractor





ID Card Process

After one year the card will expire



If continued access is needed start
the process over

- Required to pass a background check each year
- A new ID card with new expiration date is issued each year
- Check the renewal box on the application



Tenant Agency Responsibilities

- Informing all contractors of the security requirements
- Identify appropriate access levels and submitting application
- Notify DGS when an ID card has been revoked
- Collecting all expired and revoked cards then return to DGS



Program Implementation

- DCP will continue to process until the last week in September
- DGS will begin accepting applications on October 1st
- Next week the policy document and application form will be posted on the DGS website
 - www.dgs.virginia.gov/parking



Contact Us

- DGS Parking Services and Building Access Section:
 - 215 Governor Street Richmond, VA 23219
 - Inter-Agency Mail: 194-17
 - Phone: (804) 786-5675
 - Fax: (804) 786-5911
 - Email: AccessCard@dgs.virginia.gov
 - Web: www.dgs.virginia.gov/parking

