



DEPARTMENT OF  
GENERAL SERVICES

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**DIVISION OF ENGINEERING AND BUILDINGS**

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# Non-State Employee Identification and Building Access Card Policy

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October, 2012

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# Chapter 1

## Policy Overview

### About DGS Parking and Building Access Section

The Department of General Services (DGS) Parking Services and Building Access Section is an organizational unit within the Bureau of Facilities Management (BFM), Division of Engineering and Buildings (DEB). This section is responsible for the administration and management of the DGS parking program and the building access system at all state facilities at the Seat of Government. This includes providing identification and building access cards to state employees and selected non-state employees. The cards provide personal identification and approved access to buildings and parking decks throughout the Capitol Complex.

### Hours of Operation and Contact Information

The DGS Parking Services and Building Section office is open from 8:00am - 5:00pm Monday through Friday excluding state observed holidays. Access cards are processed by appointment only.

#### Office contact information:

[www.dgs.virginia.gov/parking](http://www.dgs.virginia.gov/parking)  
Email: [AccessCard@dgs.virginia.gov](mailto:AccessCard@dgs.virginia.gov)

Phone: (804) 786-5675  
Fax: (804) 786-5911

215 Governor Street  
Richmond, VA 23219

Inter-Agency Mail Stop: 194-17

## About the Division of Capitol Police

The Division of Capitol Police takes pride in being the oldest police agency in the United States with its origin dated to 1618 at Jamestown, Virginia where they served as the Public Guard, a military unit of 10 men, to protect Governor George Yeardley. The legislative authority as Capitol police officers was granted in 1890. The Division is proudly comprised of men and women who serve not only as police officers, but as ambassadors to the seat of Virginia's government.

The Division provides law enforcement services to the state operated facilities in the Capitol Complex. They partner with DGS in providing security clearances for non-state employees at the Seat of Government. Security clearances are required prior to issuance of Identification and Building Access Cards to non-state employees.

## Purpose

This policy has been developed by the Department of General Services (DGS) in partnership with the Division of Capitol Police (DCP) to outline the process and the criteria for contractors, employees of contractors, and non-state employees to obtain clearance for work in state buildings and selected parking facilities, that are patrolled by DCP and / or maintained by DGS.

## Policy Application

The following security requirements apply to all contractors, employees of contractors, and non-state employees who provide services or work in a building or selected parking facilities at the Capitol Complex as defined below. Agencies are encouraged to have all contractors cleared. However security clearances and DGS issued identification cards are not required if the non-state employee is accompanied by an authorized employee of the agency at all times. Delivery service employees making deliveries in state buildings are exempt from the security requirements, however they are expected to sign in with security/reception at each of the buildings.

### Areas Where this Policy Applies

The Capitol Complex is defined as all buildings and selected parking facilities in the Richmond metropolitan area that are patrolled by the Division of Capitol Police and / or maintained by DGS. A security clearance and DGS issued identification card shall be required for all state employees and non-state employees working in the buildings in the Capitol Complex. The lists of buildings and parking facilities in Attachments 1, 2, and 3 are covered by this policy. The lists may be updated as needed.

## Chapter

## 2

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## Obtaining a Security Clearance and Card

### Tenant Agency Responsibilities

Tenant agencies occupying space in the buildings listed who utilize contract services and non-state employees are responsible for informing all contractors, employees of contractors, and non-state employees of the security requirements outlined in this document. These agencies are responsible for submitting the required completed forms to DGS for processing. An agency should immediately notify DGS Parking Services and Building Access Section when an identification card is being revoked. The agency should collect all expired or revoked identification cards, and return to the DGS Parking Services and Building Access Section.

### Contractor Responsibilities

All contractors and employees of contractors shall have identification cards issued by the Department of General Services once a security clearance is performed and approved by the Division of Capitol Police. The identification card shall be worn at chest level on the outermost garment of the contract employee and in clear view when working on the Capitol Complex. The identification card shall be displayed at all times when in state buildings both during and after normal business hours. The contractor shall notify the employing agency of lost, stolen, or destroyed identification card. The contractor will be required to pay a \$15.00 fee for any card that has to be replaced. The contractor is responsible for returning the card to the hiring agency by the close of business on the date it expires or is revoked.

## Procedure for Obtaining an Identification Card

1. The contractor completes the first page of the Identification and Building Access Card Application – Non-State Employee Form (DGS-32-006).
  - Forms can be obtained from the DGS website: [www.dgs.virginia.gov/parking](http://www.dgs.virginia.gov/parking) or the offices of the DGS Parking Services and Building Access Section.
  - The Identification and Building Access Card Application must be signed by the applicant, not by the employer, before the security clearance can be processed.
2. The agency hiring the non-state employee will complete the second page of the form and shall submit to the DGS Parking Services and Building Access Section at least five business days prior commencement of work.
  - The requesting agency should complete Part 3 of the Application to identify the appropriate access levels.
3. Once the security clearance has been processed, a representative from the DGS Parking Services and Building Access Section will contact the company's point of contact and/or the tenant agency. The point of contact and/or tenant agency shall advise the non-state employees who passed the required security background check to report to the DGS Badging Station located at 215 Governor Street Monday – Thursday 9:30am to 4:30pm within 30 days of notification to process their identification card.
  - On the date the contractor/non-state employee reports to the DGS Badging Station located at 215 Governor Street they will need to present a valid photo-identification issued by a governmental agency of the Commonwealth, the applicant's home state, or the Federal government that denotes the applicant's name, sex, date of birth, and address.
4. DGS personnel will photograph the contractor/non-state employee and issue the identification card at that time.

## Renewal or Expiration of an Identification Card

The contractor shall return their identification card to the tenant agency when the contractor/non-state employee is terminated. The DGS issued identification card is valid for one year. The card holder should submit a new Identification and Building Access Card Application – Non-State Employee (DGS-32-006) to the hiring agency 30 days prior to the expiration date printed on their card. The process for renewing a DGS issued identification card is the same as getting a new one.

## Rejections or Revocations of a Security Clearance or Identification Card

The Division of Capitol Police will consider such factors as, but not limited to, criminal convictions in determining security clearance eligibility. Based upon the identifying information submitted and such other information as it deems proper, the DCP shall, based upon its sole judgment and discretion, approve security clearances. Neither the company nor any employee shall have any right to be issued an identification card or any right to damages because an identification card is not issued or is revoked.

Identification cards may be revoked at the discretion of DGS, DCP, or the hiring agency. Failure to adhere to this policy by any contractor may result in the revocation of the identification card. The contractor is responsible for returning the card to the hiring agency by the close of business on the date it expires or is revoked. Non-state employees who fail to obtain a security clearance are subject to arrest for criminal trespassing.

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](mailto:ChiefsOffice@dcp.virginia.gov).

## Chapter

## 3

## Security Requirements

### Standards for Facilities

Standards for all buildings **except** the Executive Mansion, Patrick Henry Building and Pocahontas Building:

- A felony conviction involving violence or larceny in the past ten (10) years
- Any other felony conviction in the past five (5) years
- Any sex offense conviction
- A misdemeanor conviction involving violence, larceny, or violation of a protective order in the past three (3) years
- Outstanding warrants
- Pending charges
- Active protective orders
- Any other circumstance determined by the DCP to be detrimental to the security of the Capitol Complex.

### Facility Specific Standards

Standards for the Executive Mansion, Patrick Henry Building and Pocahontas Building:

- Any felony conviction
- Any sex offense conviction
- A misdemeanor conviction involving violence, larceny, or violation of a protective order in the past three (3) years
- Outstanding warrants
- Pending charges
- Active protective orders
- Any other circumstance determined by the DCP to be detrimental to the security of the Capitol Complex.

## Appendix

## Attachment 1

## List of DGS Maintained Buildings

The following is a list of buildings operated and maintained by the Department of General Services. Visit the BFM website ([www.dgs.virginia.gov/BFM](http://www.dgs.virginia.gov/BFM)) for a map identifying the location of these buildings. This list may be updated as needed.

Building Name	Location	Number
400 E. Cary Street	400 E Cary Street	783
Aluminum Building	215-217 Governor Street	707
Bell Tower	Capitol Square	740
DCLS Laboratory	600 N 5 <sup>th</sup> Street	777
Ferguson Building	109 N 14 <sup>th</sup> Street	717
Fleet Management/Central Garage	240 W Leigh Street	775
Governor's Mansion	Capitol Square	739
Jefferson Building	1220 Bank Street	703
Library of Virginia	800 E Broad Street	771
Madison Building	109 Governor Street	709
Main Street Centre	600 E Main Street	784
Monroe Building	101 N 14 <sup>th</sup> Street	733
Morson Row	219 Governor Street	727
Morson Row	221 Governor Street	728
Morson Row	223 Governor Street	748
Ninth Street Office Building	202 N 9 <sup>th</sup> Street	737
Old City Hall	1001 E Broad Street	778
Oliver W. Hill Building	102 Governor Street	701
Patrick Henry Building	1111 E Broad Street	706
Perimeter Center	9960 Mayland Drive	782
Pocahontas Building	900 E Main Street	761
Powers-Taylor Building	13 S 13 <sup>th</sup> Street	760
Rose and Lafoon Building	109 N 8 <sup>th</sup> Street	734
Supreme Court Building	101 N 8 <sup>th</sup> Street	736
Surplus Warehouse	1910 Darbytown Road	723
Virginia Distribution Center	2400 Riley Ridge Road	724
Virginia War Memorial	621 S. Belvidere Street	731
Washington Building	1100 Bank Street	702
Zincke Building	203 Governor Street	708

## Attachment 2

### List of Additional Buildings

The following is a list of additional buildings patrolled by the Division of Capitol Police. This list may be updated as needed.

Building	Location	Number
Department of Social Services	7 North 8th Street	
General Assembly Building	910 Capitol Street	741
Industrial Commission	1000 DMV Drive	
Tyler Building	1300 E. Main Street	765
Memorial Hospital Building	1201 E. Broad Street	749
State Capitol Building	Capitol Square	738
Transportation Annex	1401 E. Broad Street	711
Transportation Building	1221 E. Broad Street	710
Virginia Employment Commission	703 E. Main Street	
Virginia Housing Development Authority	601 S. Belvidere Street	
Virginia Retirement System	1200 E. Main Street	772
Virginia Science Museum	2500 W. Broad Street	

## Attachment 3

### List of DGS Parking Facilities

The following is a list of parking facilities operated and maintained by the Department of General Services. Visit the DGS Parking website ([www.dgs.virginia.gov/parking](http://www.dgs.virginia.gov/parking)) for a map identifying the location of these facilities. This list may be updated as needed.

Parking Facility	Number
14 <sup>th</sup> and Main Street Deck	813
400 E. Cary Street Parking	819
7 <sup>th</sup> and Franklin Deck	826
7 <sup>th</sup> and Marshall Street Deck	822
9 <sup>th</sup> and Franklin Deck	821
Bank Street Deck	803
Closed Portion of Old 14th and Grace Streets	804
Darden Memorial Garden Parking	801A
DCLS Deck	828
Library of Virginia Deck	825
Madison Deck	817
Main Street Centre Deck	820
Monroe Deck	805
North End of Governor Street Parking	801B
Rear of 1221 E. Broad St., East Side	815
Rear of 1221 E. Broad St., West Side	814
Rear of Transportation Annex Parking	816
South End of Governor Street Parking	807
Supreme Court Building Deck	818
Tyler Deck	808