

**STATE OF FLORIDA
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION**

ORDER NO. E003-10

**Policy Directive for
Farris Bryant Building
Access Security**

Pursuant to the delegation of authority from the Florida Fish and Wildlife Conservation Commission, and in accordance with the opinion dated September 10, 2003, rendered by the Commission's legal counsel, the Executive Director is delegated the authority to perform all functions as may be necessary to supervise and administer the day-to-day operations of the Commission.

The following is intended to outline the measures taken to ensure the security of the Bryant Building and it's employees. While making state property available for the utilization of those who have need to conduct business within, it is the intention of the FWC to provide a safe and secure workplace for the employees and guests of the Bryant building.

Security Policy

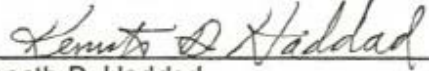
- Business Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, except for observed holidays,.
- The main entrance into the Bryant building (west entrance) is open from 7:15 a.m. to 5:30 p.m. For purposes of this policy, the main entrance is designated as the visitor entrance and is most accessible to handicap and visitor parking,
- The remaining three entrances (east, north and south) remain locked *and* employees and authorized non-employees are required to use a building access card for entry into the building.
- Security personnel will be posted at a visitor station located just inside the main entrance. The station managers will be secured and supervised by FWC's Division of Law Enforcement. The primary responsibility of the station managers will be to monitor who enters the building.
- All employees will display an FVVC photo identification card while visiting or working within the Farris Bryant Building.
- Guests visiting the Bryant building will be required to obtain a visitor pass upon arrival at the visitor station and display it at all times while in the facility, In order to be issued a visitor pass, guests will be required to provide identification and register their visit on a visitor log. Each visitor pass will be returned to the visitor station upon departure.
- Any employee or visitor observed not displaying appropriate identification will be requested to produce the required identification or be politely escorted to the security station for further inquiry.

- In accordance with the Reception Desk Law Enforcement Response Protocol, an employee or guest's refusal to comply with applicable security measures outlined in this order will result in a call for assistance from the Commission's Law Enforcement personnel or the Tallahassee Police Department
- All FWC building photo/access cards shall be collected from employees at the time they leave employment with the agency. Likewise, all building photo/access cards shall be collected from authorized non-employees at the time their services are terminated.

History: New E003-10

Effective Date: September 8, 2003

Given under my hand and seal of the
Florida Fish and Wildlife Conservation Commission
on this the 15th day of September, 2003.



Kenneth D. Haddad
Executive Director

Attest by: 

Agency Clerk