


North Carolina Department of Public Instruction		Final 1.0 Policy No. 9.1.1
Title: Badge Policy	Effective 09/18/06	Page 1 of 1
Policy Area: Personnel Security	Approval 09/18/06	Approved By Jack Stone

1.0 Purpose

The purpose of this policy is to assist in protecting the of assets and personnel within the NC Department of Public Instruction (DPI) building (also known as the New Education Building). With the possibility of more than one thousand employees and visitors in the building at any given day it is important to know that those who enter the building truly belong in the building. Should there be an emergency such as fire, tornado, explosion, etc., it will be very important to the rescue efforts to know who is in the building.

2.0 Scope

This policy applies to anyone entering the DPI building.

3.0 Policy

Everyone within the DPI building must display either a state identification (ID) badge or a numbered visitor badge. Badges must be visible at all times and be worn between the shoulder and six inches below the waist. Anyone not displaying a badge may be advised to return to the lobby in order to obtain a badge.

4.0 Revisions

This policy may be modified at any time by changing or removing existing terms or adding new ones. Changes may take the form of a completely new policy. Any changes to this policy will be posted, circulated, and communicated to employees through out the building.

5.0 Exceptions

The Deputy State Superintendent must approve, in writing, any exceptions to this policy.

6.0 Enforcement

The State Capital Police will be responsible to enforce this policy.

7.0 Communication

The Human Resources Department within each agency located in the DPI building will be responsible for communicating this policy, and revisions to this policy, to their respective employees, contractors, and visitors.



Department of Public Instruction

NC DPI Badge procedure

Title: DPI Badge Procedure

1.0 Rationale

This procedure has been developed in order to enhance employee safety and building security. It is designed to prevent unauthorized persons from accessing the Education Building. This procedure protects both employees and state property. Anyone inside the building should be easily identifiable by a state ID badge or numbered visitor's badge.

2.0 Agency Wide Standard

This procedure applies to all persons with business to conduct in the Education Building (301 North Wilmington St., Raleigh) including contractors, visitors, and state employees which include, but is not limited to, personnel from the N.C. Department of Public Instruction (DPI), N.C. Department of Commerce, Center for Geographic Information, and the Office of State Construction.

3.0 Badge Procedures:

1. State employees permanently assigned to work in the Education Building must either authenticate through one of the doors controlled by a badge reader or, upon entering the building through the 301 North Wilmington Street entrance, each state employee must display his or her state employee ID badge to the State Capital Police officer on duty.
2. If an individual does not have a state employee ID badge, the visitor must sign in with the Capitol Police officer in the front lobby and show a picture ID to the officer on duty in order to obtain a numbered visitor's badge.
3. When a visitor has concluded his/her business in the building, the visitor will return the badge to the officer or receptionist in the lobby.
4. Contractors and others who will need access to the building for more than five (5) consecutive days may be issued a badge from a pool of numbered badges reserved for this purpose. These badges will be returned to the officer when the contractor's services to the agency are finished. Contractors with these badges will need to list their badge number on the sign in sheet when they enter the building but may not need to show their picture ID, unless requested to do so by the officer on duty.

5. All persons working in this building, whether state employee, contractor, or visitor, are required to display their badge (either state ID or visitor badge) between the shoulder area and no lower than six inches below the waist, while in the DPI building.
6. If an employee encounters someone without a badge, the employee should advise the visitor to return to the lobby in order to obtain a badge. If an employee is not comfortable in advising a stranger to check in and obtain a visitor's badge, the employee is encouraged to contact the State Capitol Police officer in the front entrance lobby.
7. When individuals are allowed to return back inside the building after building evacuation (such as a fire drill or real emergency), all entering persons must display their badges (either state badge or visitor badge) to persons monitoring the entry points this includes, but is not limited to, Police officers, fire persons or other designated safety coordinators.

Comment: This procedure supersedes any previous procedures.