

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		NUMBER: 1650-1
<b>SUBJECT:</b> Physical Security USDA Headquarters Complex Authorized Entrances/Exits Alarms, and Special Locks	<b>DATE:</b> August 13, 1985	
	<b>OPI:</b> Assistant Inspector General Security and Special Operations	

1 PURPOSE

This regulation establishes procedures concerning building security measures in the USDA Headquarters complex (Administration, South, Cotton Annex, Auditors, and Auditors West Buildings) including an alarm system for outside doors and special cypher (combination) locks for parking court doors.

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

a Agencies will advise their employees and contractors as to the security system in use and the hours of operation.

b This regulation replaces DN 1650-1, dated 4-10-84.

3 POLICY

Appropriate security measures will be taken to provide for the safety of USDA employees and the protection of government property in the USDA Headquarters complex in Washington, D.C.

4 ALARM SYSTEM

a Central Alarm Board. All of the named USDA buildings are equipped with alarmed doors that are wired into a central alarm board located in the South Building. The central alarm board will

detect improper usage of any door within the complex whereupon a Federal Protective Service officer will be dispatched.

b Sensors. Vestibule locations have motion detectors which are designed to activate the alarm before an individual reaches the exterior door.

c Sound. Each alarm emits a loud siren that can only be turned off by the responding Federal Protective Service officer or Security Guard.

## 5 SECURITY HOURS

The term security hours applies to those periods when a particular building is closed to the general public and the agency housed within the building has assumed a nonbusiness posture. For buildings in the USDA headquarters complex the security hours are as follows:

Monday through Friday - from 6 p.m. to 6 a.m.

Weekends and Holidays - all day (24 hours).

## 6 USE OF AUTHORIZED DOORS

Employees, and others entering the USDA complex, will only use authorized doors, i.e., those that have uniformed security guards on duty, those equipped with cypher locks, or those designated for the exclusive use of the handicapped. Doors for the handicapped are operated by magnetic card keys.

Also, when leaving the Administration, Cotton Annex and Auditors Buildings only the doors that have security guards on duty are authorized for exit.

Doors authorized for exit from the South Building vary according to the time of day. The rules for exit as they pertain to each building in the complex are explained in the sections that follow.

## 7 USE OF EMERGENCY EXITS AND DOORS FOR THE HANDICAPPED

Employees and others can recognize emergency exit doors and doors for the handicapped by their design characteristics and identifying signs. Such doors will only be used for their intended purpose as explained below.

a Emergency Exits. Emergency and fire exits will not be used as common entry and exit doors by employees for the sake of convenience. Entry and exit (except in times of actual emergency situations) will only be made at designated doors not marked or known to be emergency exits.

Emergency exits are distinguished from other doors by their design characteristics. Emergency exit doors only open from the inside by pressing down on a bar known as a crash bar. There is no outside door knob or door handle on any emergency exit. Only exits can be made through these doors--not entry. In addition to the design characteristics of such doors, they will also generally have signs indicating that they are for emergency use only. These signs are not to be removed or tampered with in any way. Employees discovered removing or tampering with designated door signs will be cited for violation of building security procedures.--(See section 15.)

b Doors for the Handicapped. Doors for the handicapped are located throughout the complex and are marked "For Handicapped Persons Only." The use of doors designated exclusively for handicapped persons by other than the handicapped must be cleared first with the Security Office, Room 22-E, Administration Building. Anyone discovered damaging a door for the handicapped will be cited.

The location of entrances and exits for the handicapped are as follows:

- (1) Administration Building. Within parking lot #8 off Independence Avenue, there is a key card operated door with a ramp. An employee hosting a

handicapped visitor or guest may obtain the key card from the guard at the Independence Avenue entrance.

(2) South Building. On the 14th Street side of the South Building between Independence Avenue and C Street there is a wheel chair elevator which is open from 6 a.m. to 6 p.m., Monday to Friday, excluding holidays. Use during security hours must be prearranged.

Parking Courts #2 and 15 have double door entry and exit points with ramps.

(3) Cotton Annex Building. Side service loading platform, accessible from C Street.

(4) Auditors Building. 14th Street entrance ramp provided. Also parking lot level entrance.

(5) Auditors West Building. East side, center level entrance.

During security hours all the entrances for the handicapped including the wheel chair elevator are on an alarm mode. Arrangements to use the wheel chair elevator during security hours must be made during business hours with the security office, room 22-E Administration Building, telephone 447-6270. A Federal Protective Service officer will turn off the alarm and provide access to the elevator. The person, upon entry, will make arrangements with the Federal Protective Service officer for his/her departure.

## 8 ADMINISTRATION BUILDING

a Entry into and exit from the Administration Building will only be made at guarded locations. Independence Avenue and Jefferson Drive have

guarded doors and are the only authorized entry and exit locations for the Administration Building.

(1) Independence Avenue side of the Administration Building opens at 6 a.m. and closes at 7 p.m. each normal working day. Weekends and holidays the Independence Avenue side of the Administration Building remains closed and assumes security hours.

(2) Jefferson Drive side of the Administration Building opens at 6 a.m. and closes at 12 midnight 7 days a week. Although Jefferson Drive stays open until 12 midnight, the guard on duty at the entry on Jefferson Drive assumes security hours at 6 a.m. and only allows authorized persons to enter the building after 6 p.m. The executive business of the Department of Agriculture entails late and unusual hours therefore the door has a guard on duty 7 days a week until midnight, including weekends and holidays.

(3) Card key operated doors are located on the Independence Avenue side of the Administration Building directly beneath the archways. These doors are available for use each business day from 7 a.m. to 6 p.m.

(4) All other doors (except doors for handicapped employees) are not entry and exit locations and will not be used as such. Anyone discovered using an unauthorized door will be cited for violation of building security procedures. (See section 15.)

b After 12 midnight, the connecting tunnel between the Administration and South Building can be used to enter or leave the Administration Building. Wing 4, Independence Avenue of the

South Building remains open 24 hours a day throughout the year.

9 SOUTH BUILDING

a General Rules. The South Building has a 24 hours-a-day, 7 days-a-week security post at the 4th Wing entrance on Independence Avenue. After normal business hours only authorized persons are permitted to enter the South Building. Security hours for the South Building start at 6 p.m. each working day and all day weekends and holidays.

All of the other doors and parking courts of the South Building open at 6 a.m. and close at 6 p.m., Monday through Friday, and remain closed on weekends and holidays and are on alarm status.

b Entry and Exit Hours - South Building

Independence Avenue:

Wing 4 - open 24 hours a day, 7 days a week, including holidays.

Wing 1 - open 6 a.m. to 6 p.m. Monday to Friday, excluding holidays.

14th Street:

Entrance between Independence Avenue and C Street - open 6 a.m. to 6 p.m., Monday to Friday, excluding holidays. This location is also designated as an entrance for the handicapped and provides an elevator for wheel chair use.

C Street:

Wings 1 and 5 - open 6 a.m. to 6 p.m., Monday to Friday, excluding holidays.

All other wing doors on Independence Avenue and C Street remain alarmed except during special exit hours explained below.

c Special Exit Hours -South Building

Street doors for exit only--4 p.m. to 5:45 p.m.:

C Street -Wings 2-3-4-6-7

Independence Avenue - Wings 2-3-5-6-7

On normal business days, from 4 p.m. to 5:45 p.m. only, the above doors will be designated as authorized exits to facilitate the departure of employees at the end of the work day. During that time period the doors will not be considered emergency exits and the alarm system will be deactivated so that employees may have unhindered access to C Street and Independence Avenue.

Employees leaving the building through these designated exits will not hold them open for anyone to enter because entry through these doors is strictly prohibited at any time.

During business hours, other than from 4 p.m. to 5:45 p.m., the above doors are on active alarm and anyone exiting (or entering) through them will be cited for violation of building security procedures. (See section 15.)

d Operational Hours - South Building

Parking Courts. A 11 parking courts open at 6 a.m. and close at 6 p.m., Monday to Friday, excluding holidays.

e Cypher Locks - South Building Parking Court  
Doors. Cypher locks requiring correct number sequencing have been installed on one entry and exit door of each South Building parking court. Each door has a different combination and persons assigned South Building parking spaces will receive the combination from the Real Property

Management Division of 00 for a nearby door in order to enter or exit.

(1) Cypher lock locations at the basement level are as follows:

Court 1

Court 2 - Entrance for the handicapped provided.

Court 3

Court 4

Court 5 - Entrance for the handicapped provided.

Court 6

(2) During business hours entry into and departure from the South Building via the parking court doors will only be by employee activation of the cypher lock combination. These locks will be disconnected during peak morning and evening hours (6 a.m. to 9:30 a.m. and 3:30 p.m. to 5:45 p.m.).

(3) During security hours all cypher lock doors will be on the active alarm system. Persons parked in South Building parking courts after 6 p.m. on weekdays must go to the guard post at the 4th Wing on Independence Avenue. A Federal Protective Service officer will accompany the individual to their court and temporarily neutralize the alarm to allow access.

(4) Unauthorized disclosure of combinations. Persons entrusted with cypher combinations will not disclose combinations to unauthorized persons. Discovery of this breach of trust will be cause for disciplinary action,



including the possible loss of parking privileges.

f Emergency Exits. All emergency doors throughout the South Building remain on an alarm setting during security hours.

g Service Doors and Garage Doors. All service doors and garage doors throughout the South Building are on an alarm status during nonbusiness hours.

#### 10 AUDITORS BUILDINGS ENTRY AND EXIT HOURS

Employees and others employed in the Auditors complex will only use those doors posted with guards to enter and exit their particular Auditors Building. The following entrances have guards on duty and are open from 6 a.m. to 6 p.m. Monday through Friday, excluding holidays:

Main Auditors Building - 14th street and parking lot entrances.

Auditors West Building - East side center entrance.

All other doors within the Auditors Buildings are designated emergency doors and are on an active alarm status at all times. Emergency doors at ground level will not be used to enter or exit the Auditors Buildings as a personal convenience by employees or others. Unauthorized use of emergency doors is considered a serious violation of building security procedures. (See section 15.)

#### 11 COTTON ANNEX ENTRY AND EXIT HOURS

The Cotton Annex opens for business at 6 a.m. and closes the day's business at 6 a.m. Guard posts are staffed from 6 a.m. to 6 p.m. each normal working day. On weekends and holidays the building remains closed and assumes security hours.

Only those doors posted with guards will be used by employees and others to enter and exit the Cotton Annex Building. This includes the main entrance on 12th Street and the side service loading platform during the times and days mentioned above.

All other doors within the Cotton Annex Building are designated emergency doors and are on an active alarm status and will not be used to enter or exit the building as a personal convenience by employees or others. For instance, the door at the lower level exiting out onto the parking lot and the door exiting onto 12th Street towards the rear of the building are both considered emergency exits and will not be used to enter or exit from this building.

Employees will not place any obstructing item into an emergency exit in order to prevent it from closing. In the past, employees have resorted to this procedure in order to have exit and entry capability through emergency doors. This is considered a serious violation of building security procedures and employees discovered engaging in such unauthorized actions will be cited by the Federal Protective Service officers. (See section 15.)

## 12 CARD KEYS

a Card keys are used to operate certain doors after business hours. During business hours, card keys are also used to operate doors designated for use by handicapped persons in the Administration Building.

b A card key reader is located in the South Building at the 4th wing, Independence Avenue entrance. The card reader is computerized and documents the card used, date, time of entry and departure of the user as well as the identity of the user.

c Card keys are issued by authorized agency personnel to individual employees on an as needed basis. Agencies can obtain the key cards from the

security office and the agency official authorized to issue key cards will maintain a log showing to whom the cards were issued.

d Card keys will not be issued to or used by other than USDA employees and approved GSA personnel. Guards observing persons other than employees using a card key to enter the building will retrieve the card and return it to the security office.

e Card key locations are as follows:

Administration Building - Independence Avenue, under archways

South Building - Independence Avenue, 4th Wing

Cotton Annex 12th Street entrance

Main Auditors 14th Street entrance

Auditors West East side center entrance

Locations of card key entrances for the handicapped are identified in section 7b.

#### 13 REQUEST TO USE DOORS DURING SECURITY HOURS OR WHILE DOOR IS IN AN ALARM MODE

Agencies that have a need to use an alarmed door during security hours or to use a door that is kept on an alarm mode will notify the security office (447-6270) prior to the anticipated use. Notification must be during business hours so that arrangements can be made with the Federal Protective Service to have an officer available to cut off the alarm system during the required use of the door. There are no exceptions to this procedure.

#### 14 SECURITY HOURS PROCEDURES

During security hours, from 6 p.m. to 6 a.m., Monday through Friday, all day weekends and

holidays, the alarm systems will be fully operational in all USDA buildings within the complex. Access will be limited as indicated below and anyone attempting to otherwise enter or exit the complex during security hours from an unauthorized location will be subject to criminal charges.

a Administration Building. The main entrance on the Independence Avenue side is open until 7 p.m. on weekdays at which time it goes onto the alarm system. The Jefferson Drive entrance is open until 12 midnight seven days a week and is in an alarm mode from midnight to 6 a.m.

b South Building. The Wing 4 entrance on Independence Avenue is open on a 24 hour basis with a security guard on duty. All other doors will be on an alarm mode during security hours.

During security hours, USDA employees, GSA employees, and other individuals who have authorized government business to conduct in the complex must sign in on forms maintained by the guard on duty. However, if they have an authorized key card, they may use the master card reader to record their entry.

#### 15 VIOLATIONS OF BUILDING SECURITY

All exit/entrance doors contain a poster which shows the hours that particular door can be used, and any person(s) apprehended for unauthorized use of any posted alarm door shall be subject to arrest and payment of a \$5.0 fine. The U.S. Attorney's office will prosecute persons apprehended for this violation.

The above penalties are in conformance with the following sections of the Code of Federal Regulations, Title 41, Subpart 101-20.3, Conduct on Federal Property:

101-20.304 Conformity with signs and directions.

Persons in and on [Federal or Federally controlled] property shall at all times comply

with official signs or a prohibitory, regulatory or directory nature and with the direction of Federal Protective Officers and other authorized individuals.

101-20.315 Penalties and other laws.

Whoever shall be found guilty of violating any rule or regulation in this Subpart **101-20.3** while on any property under the charge and control of GSA [U.S. General Services Administration] is subject to a fine of not more than \$50 or imprisonment of not more than 30 days, or both. (See 40 U.S.C. 318c.) Nothing in these rules and regulations shall be construed to abrogate any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated. (Sec. **205(c), 63 Stat. 390** (40 U.S.C. 486(c)))

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