



# Department of Agriculture, Food, and Forestry

## Policies and Procedures

### Building Security

Policy Number:	ODAFF 06 (formerly 06 B)
Effective Date:	11/19/2019
Last Revision Date:	01/01/2024
Next Scheduled Revision Date:	01/01/2025
Approved	<i>Blayne Arthur</i>

The Oklahoma Department of Agriculture, Food and Forestry (ODAFF) building utilizes identification badges which also serve as electronic keys to enter the building and other secured areas.

- All ODAFF building employees will be issued identifications badges on their first day of employment.
- All ODAFF building employees are required to always have their badge available while in the building.
- If an employee forgets their ID badge they will need to go to the front desk, sign in and have their supervisor escort them to their designated work area.
- All building guests are required to sign in at the front desk providing a reason for visit and who they are visiting. The front desk staff will contact the ODAFF building employee to come to front desk to escort guest while in the building. When leaving the building the guest will need to sign out at the front desk.
- Federal Express, United Parcel Service, Pre-Sort, inter-agency mail courier, and the US Postal Service are the only couriers we will allow access to the mailroom without an escort. This exception is allowed due to daily deliveries.
- Amazon or any other delivery courier will not be granted access to any secure area. These couriers will need to have the front desk staff will call the name of person listed on the package and have them come to the front office to claim their package. If no name is listed the front desk personnel should call the Mail Room at 405 522-6394.
- Personal mail and package deliveries at work are not allowed.
- If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to your supervisor and Human Resources immediately.
- Terminating ODAFF building employees will be required to return their badges to their supervisor as part of the off-boarding process.
- Employees who violate this policy are subject to discipline, up to and including termination.