

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1 style="margin:0;">FSIS DIRECTIVE</h1>	2532.1 REVISION 2	12/2/99
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SECURITY PROCEDURES

I. PURPOSE

This directive prescribes security procedures for the protection of property and employees.

II. CANCELLATION

This directive cancels FSIS Directive 2532.1, Revision 1, dated 6/11/85.

III. REASON FOR REISSUANCE

This directive is reissued to update organizational references and provisions for reporting offenses in FSIS-occupied space excluding plants and provide a reference sheet for handling emergencies.

IV. REFERENCES

FSIS Directive 4735.3, Employee Responsibilities and Conduct
FSIS Directive 4735.4, Reporting Assault, Threats, Intimidation, or Interference
Title 40 U.S.C., Section 318, Establishment and Authority of GSA Federal Protective Service

V. ABBREVIATIONS AND FORMS

FPS	Federal Protective Service
GSA	General Services Administration
ID Card	Identification Card
AD-112	Report of Unserviceable, Lost, or Damaged Property

DISTRIBUTION:

All Offices (Except Circuit Supervisors
and Below)

OPI:

ASD – Procurement and Property
Branch

VI. **GENERAL PROVISIONS**

Employees are to:

- A. Follow FPS and FSIS guidelines on security.
- B. Use space controlled or occupied by FSIS for official business and authorized activities only.

VII. **SAFEGUARDING OFFICES AND PROPERTY**

- A. **Offices.** The head of the office:
 - 1. Secures accountable items in Federal Buildings, GSA-leased or FSIS-occupied space.
 - 2. Follows other security measures prescribed by the local FPS and the lessor.
- B. **Property.**
 - 1. **Government Property.** Employees keep cameras, laptop computers, briefcases, small costly instruments, recorders, and similar Government property that is susceptible to theft out of sight or in a locked place when not in use.
 - 2. **Private Property.** The Government assumes no responsibility for loss, theft, or damage to the personal property of employees. Employees should not leave purses, money, jewelry, or other valuable personal items in unattended offices, desks or similar unattended places overnight.

VIII. **ISSUING OFFICE KEYS**

Supervisors make arrangements for the issuance of keys when a room or other space must be locked for security reasons. Offices issuing keys and locks maintain controls and records. Those entrusted with keys must:

- A. Sign a receipt, if requested.
- B. Report lost, stolen, or destroyed keys promptly.
- C. Return the key when the individual transfers, resigns, retires, or no longer needs it.
- D. Obtain authorization for duplicating keys.

IX. ADMITTANCE INTO FSIS-OCCUPIED SPACE

The following procedures apply to all FSIS-occupied spaces (**EXCEPTION:** FSIS-occupied space in plants. See FSIS Directive 4735.4 for inplant procedures.)

A. Identification. Employees who:

1. Enter a Federal building are to carry and be prepared to display their USDA or program ID cards upon request.
2. Do not have USDA or FSIS ID cards are to contact program officials, the building owner, lessor, or building manager, as appropriate, for admittance or access to space. All FSIS employees shall make special arrangements for admittance of vendors and maintenance or repair workers after hours.

B. Search and Inspection of Materials. Security guards have authority to search items capable of concealing Government property. Guards may deny entry to persons who refuse to show ID cards or have materials searched.

C. Admittance of Solicitors for Charity or Other Purposes.

1. **Restricted Activities.** Peddling, canvassing, soliciting, distributing unofficial material, and selling tickets are prohibited in FSIS-occupied areas. Employees immediately report unauthorized entry of peddlers, solicitors, or canvassers to the FPS in a federally owned or controlled building, or to the head of the office.

2. **Authorized Activities.** The following types of solicitation are permitted in FSIS-occupied offices:

- a. Authorized fund-raising campaigns (**EXAMPLE:** The Combined Federal Campaign).
- b. Distribution of circulars or flyers by employee organizations.
- c. Donations by groups of employees for remembrances on special occasions.

X. REPORTABLE OFFENSES

Employees are to immediately report offenses committed in or on the grounds of Government-occupied buildings. These include:

- A. Thefts.
- B. Damage to property.

- C. Disorderly conduct.
- D. Threats and assaults.
- E. Criminally obscene acts.

XI. **REPORTING PROCEDURES**

Follow the procedures below to report criminal offenses committed by **non-federal** employees. (**NOTE:** See FSIS Directive 4735.3 for procedures to report offenses committed by federal employees.)

A. **General.**

1. Promptly report offenses, in person or by telephone, to your immediate supervisor, the head of the office, and appropriate authorities (see subparagraph B.). If these individuals are not immediately available, report the incident to the local police and then inform the appropriate authorities of this action as soon as possible.

2. Office heads ensure that the employee involved has reported the incident to the necessary authorities.

B. **GSA- and Agency-Leased Facilities.** Building ownership, control, and the location of the FSIS office determines which actions are required by the head of the office or the employee involved.

1. **GSA-Owned or Leased Facilities.** Report offenses to the GSA guard assigned to the premises or the building manager. They investigate the incident and furnish the employee involved with forms for written reports when required and report the incident to the FPS and the local police or advise the employee to do so.

2. **Agency-Leased Facilities.** Report offenses to the building manager and the FPS.

C. **Thefts of or Willful Damage to Government Property.** When the offense involves Government property, complete Form AD-112, and send to the Administrative Services Division. Identify the date and time of the occurrence, the authorities contacted, and a description of the property and location at the time the incident occurred.

D. **Suspicious People.** Report the presence of suspicious people to the GSA guard or building manager.

XII. THE FPS

The FPS website lists the regional FPS offices and offers additional guidance on "Crime-Free Workplace, Emergency Procedures, Security Guidelines, Coping with Threats and Violence, and other Security Links." The FPS internet address is:

www.gsa.gov/pbs/fps/fps.htm

XIII. REFERENCE SHEET

Complete the handy reference sheet (See Attachment 1) and keep it by the phone.


for Deputy Administrator
Office of Management

HANDY REFERENCE SHEET

All employees should follow these procedures. Make copies of this sheet if necessary so everyone will have their own.

CHECKLIST FOR TELEPHONE BOMB THREAT

- Identify the exact time & date of call: _____
- Identify the exact words of caller: (Ask them to repeat the message, if necessary, and write as much as possible _____

_____)
- Keep calm. Keep talking.
- Don't hang up.
- Signal a coworker to get on an extension and notify the Federal Protective Service (FPS), contract guards, or the local police.
- Ask the following questions:
 - When and where is the bomb going to explode? _____
 - What does the bomb look like? _____
 - What type of a bomb is it? _____
 - What will cause it to detonate? _____
 - Why are you doing this? _____
 - Where are you calling from? _____
 - Try to get caller's full name: _____
 - Try to get caller's exact location and phone number: _____
 - Repeat questions, if necessary.
 - Listen carefully to the voice and note whether it's a man or a woman and the pitch, and accent of the voice. Circle the following:

Calm	Slow	Nasal	Angry	Broken
Stutter	Disguised	Lisp	Sincere	Rapid
Giggler	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
- If the voice is familiar, who did it sound like? _____
- Are there any background noises? (**EXAMPLES:** cars, train) _____

- Is there any other pertinent information? _____

- Enter the name of the person receiving call: _____
- Enter the telephone number at which call was received: _____
- Provide the time and date you notified FPS and your immediate supervisor: _____

Emergency Phone Numbers

Carefully tear out the “Emergency Phone Numbers” card at the dotted lines. Write in all the emergency numbers for your building. Tape this card on your desk, or close to your phone for handy reference. (Make copies of this section if necessary.)

Emergency Phone Numbers

FPS _____
Building Security _____
Police/Sheriff _____
Fire Department _____
Ambulance _____
Health Unit _____

Coping With Threats and Violence

The attached desk card summarizes the actions you should (or should not) take. Print out and detach the card, tear or cut along the dotted lines. Tape this card on your desk for handy reference. Review the card often so that if you are confronted by an angry, hostile, or threatening customer or coworker, you know what you should do. All employees should follow these procedures. Make copies of this card so that everyone has their own card.

Coping With Threats and Violence

If a person is:

- * **Angry or hostile:**
 - Stay calm. Listen attentively.
 - Maintain eye contact.
 - Be courteous. Be patient.
 - Keep the situation in your control.
- * **Shouting, swearing, and threatening:**
 - Signal a coworker, or supervisor, that you need help. (Use a duress alarm system or prearranged code words.)
 - Do not make any calls yourself.
 - Have someone call the FPS, contract guard, or local police.
- * **Threatening you with a gun, knife, or other weapon:**
 - Stay calm. Quietly signal for help. (Use a duress alarm or code words.)
 - Maintain eye contact.
 - Stall for time.
 - Keep talking—but follow instructions from the person who has the weapon.
 - Don’t risk harm to yourself or others.
 - Never try to grab a weapon.
 - Watch for a possible chance to escape to a safe area.