

DATE February 13, 1996

ENTRY/EXIT SCREENING PROCEDURES

1. PURPOSE AND SCOPE. The purpose of this circular is to announce the establishment of a new enhanced package/article screening and individual screening policy at all Bureau of Engraving and Printing (Bureau) pedestrian entrances/exits in Washington, D.C. and Fort Worth, Texas. All persons entering and exiting the Bureau premises, will have to pass through magnetometers prior to being granted access to or exit from the buildings. All persons entering and exiting the Bureau premises, will be required to submit to package/article screening procedures as defined herein prior to being granted access to or exit from the buildings.

2. POLICY. It is the policy of the Bureau to provide a safe working environment for all employees, contractors and official visitors to its facilities. It is also the policy of the Bureau to adequately protect all financial interests and tangible assets under its control. Consequently, the Bureau will now screen all persons entering/exiting the Bureau and will cause such persons to submit to an enhanced package/article inspection prior to being allowed access to or exit from the Bureau.

3. REFERENCES.

a. 31 Code of Federal Regulations (CFR) Part 605-Regulations Governing Conduct of Bureau of Engraving and Printing Building and Grounds and Bureau of Engraving and Printing Annex Building and Grounds.

b. Rules and Regulations, Employees' Handbook, dated February 1987.

c. Any and all other laws, rules, regulations applicable.

4. RESPONSIBILITIES:

a. The Police Services Division, Office of Security, Washington, D.C. and Police and Security Branch, Fort Worth, Texas shall:

(1) Operate magnetometers at all pedestrian entrances/exits and cause all persons wanting to enter/exit the premises, to pass through said equipment. When such equipment alerts to the presence of metal on the person in excess of set limits, the Police Officer shall: (a) ask the person to divest themselves of known metal objects carried and (b) again have that person pass through the magnetometer.

If the equipment alerts to the presence of metal on the persons second pass, the Police officer shall use a hand-held metal detector to resolve any discrepancies. Failure to

CIRCULARDATE February 13, 1996

submit to magnetometer clearance is basis for refusal to allow entrance/exit to and from the premises.

(2) X-ray and/or conduct a hands-on inspection of all hand-carried parcels to include, but not limited to: bags, briefcases, containers etc., both upon entry to and exit from the premises; being especially alert for the presence of concealed weapons, illegal drugs, security items and Bureau property.

(3) Upon discovery of a weapon or other illegally possessed item or upon discovery of other items of questionable possession, proceed in accordance with established security procedures and or established law enforcement policies.

b. Bureau employees shall:

(1) Limit the quantity of metal carried through the magnetometer keeping in mind that large amounts of metal will probably set off an alarm on the detectors, causing delays to them or others attempting to enter/exit the premises.

(2) Understand, that persons are prohibited from carrying dangerous weapons, illegal drugs or other illegally possessed items into or within Federal property.

(3) Cooperate fully with all Police Officers to enhance everyone's safety and well-being.

(4) Allow for and provide plain view access to all hand carried items.

5. **EFFECTIVE DATE.** February 19, 1996.

6. **OFFICE OF PRIMARY RESPONSIBILITY.** Office of Security

<SIGNED>

Larry E. Rolufs
Director

Distribution "E" - Washington, D.C. and Fort Worth, Texas.