

**United States
Department of
Agriculture
Forest Service**

**United States
Department of Defense
US Army Corps of Engineers**

**United States
Department of the Interior
Bureau of Land Management**

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To: All Forest Service, Bureau of Land Management, Oregon State Office and
US Army Corps of Engineers, Portland Employees

Subject: Accountability of Security Badges at Robert Duncan Plaza

We see signs everywhere and usually know instantly what they mean: traffic signs direct our driving behavior; leaves scattered everywhere show us that winter is coming. Sometimes the meaning is less clear. The signs posted at elevator lobbies and at the main lobby exits ask “Did you remember your I.D. (identification) badge?” What does that mean?

The security desks have had several recent instances of unauthorized persons trying to enter Robert Duncan Plaza. People have attempted to use visitor’s badges that were discarded by their original user, or borrowed cards that do not belong to them. Security has ramped up their procedures to better protect us, but each employee has a critical role in making that work successfully. This recap of employee responsibility summarizes and expands on the statement on the back of your I.D. badge.

- Your badge is accountable government property allowing access to the building. It should be **visibly displayed** at all times that you are in the building. Badge clips and lanyards are available through your supply room.
- The badge should not be placed in your wallet or your pocket. This does not qualify as “visibly displayed,” and may damage the card so that it must be replaced.
- The I.D. is specific to you, and should never be loaned out to anyone. Misuse of your card is a violation of 18 U.S.C. 499 and 701. If someone tries to enter our facility with another’s I.D., that person will be detained for questioning by the Federal Protective Service.
- Visitors to Robert Duncan Plaza must have a sponsor. Sponsors are responsible for their guests, and to assure that their visitor badge is returned to security. To be certain this is done, you may offer to collect the badge when your business is complete and return it for your guest.
- If you forget your badge, security will require you to provide other I.D., and a sponsor within the building must verify your identity before a visitor’s badge is issued to you for

entry. It doesn't matter if it's forgotten at home in the morning or at your desk when you leave for lunch.

- If your I.D. card is lost or stolen, you must report it immediately to the Security Office.

These cautions can protect us from property crimes or other security threats that downtown businesses have experienced. They will also reduce delays at the security desks when we arrive or sign our guests in. Thanks for acting within these guidelines to protect yourself and your coworkers.

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