

**State of New York
Office of Temporary and Disability Assistance
Division of Program Support and Quality Improvement
Bureau of Management Services**

Memo

To: Kathy D'Arminio
From: Keith Reichelt /s/ KNR
CC: Jerry Vigeant, John Arena, Gloria Toal, Mark Diefendorf
Date: March 7, 2006
Subject: Security Guards at Building 16, Glendale Technology Park

As requested, BMS has researched the impact of reducing the number of security guard positions at Building 16, Glendale Technology Park, Endicott, from three to two.

Because building management at Building 16, the Office of General Services, does not, under its current lease with OTDA, provide security guards at this site, the Division of Disability Determinations (DDD) has hired and provided workday and twenty four hour guard service at this building over the past several years. Until recently, this service included the stationing of a guard at the lobby desk, a guard at the rear entrance from the parking area on the third floor in addition to a guard on the second floor. Recently, a decision was made by DDD to eliminate the guard position from the rear entrance.

Currently, there is an OGS card access system used on the perimeter doors of Bldg 16 and on the internal access doors to DDD space. As you know, DDD and BMS are in the process of installing an OTDA standalone card access system to replace the OGS system now in use on internal DDD access doors. This system will continue to use employee ID cards with DDD controlling the granting of access rights to all DDD office space.

After work hours, all outside doors require card access. Visitors to Building 16, therefore, cannot access DDD workspace after work hours without both OGS and DDD authorization, and cannot access DDD workspace during work hours without DDD authorization.

BMS has concluded that, for DDD purposes, the guard position for the rear entrance on the third floor is not necessary. Since a person entering on the third floor is required to swipe or present a card at both the exterior door and the interior door to gain access to DDD space, the guard served little purpose. It is our understanding that all delivery people have been instructed to enter Building 16 through the loading dock, or the front door. This is the same or higher level of security maintained at the other three DDD sites in the state.

As for the DETS (Department of Labor) offices in the lobby, which can be accessed from the front or the rear of the building during regular business hours, the guard at the front desk in the lobby has been advised to prohibit unauthorized entry into the DETS offices. We will consider, with DETS, the addition of card access readers to these offices.

BMS will recommend to OGS that during the next lease negotiations the landlord assumes the responsibility for providing guard service. OTDA should not bear the burden of accepting the full responsibility for providing guard service for this entire building that houses both other state agencies and private industry offices.