

interoffice memo

Date: 04/04/06

To: Arena, John (OTDA), Reichelt, Keith (OTDA)

Cc: Mark Diefendorf; Fran Bealo; Paul Rickard; Richard Fletcher; Chair Health and Safety DDD Glendale; Bergener, JR, John; Ed Ray, Jonathen Rosen; Paul West; Jeff Bartlett; Vigeant , Jerry (OTDA)

From: K. D'Arminio; PEF Division 399 Council Leader; Chair Building Health and Safety Glendale

RE: Security at Glendale Facility

I am responding to your response dated March 7, 2006 to my February 21, 2006 memo requesting that the 3rd floor security guard be reinstated for the health and safety of our members/employees. I would like to clarify your statement regarding the guard service that has been provided by DDD at the Glendale facility. As you state in your memo: "DDD has provided workday and twenty four hour service at this building over the past several years ". DDD has provided workday guard service at this building for several years as you stated. The 24 hour-7 day-week guard coverage was initiated in December 2004 and was mandated by Social Security Administration to protect the records of the clients that we serve.

You also state that the guard in the rear entrance on the third floor is not necessary since we have the card swipe system and this is the same or higher level of security maintained at the other three DDD sites in the state. I understand in other state occupied buildings there are cameras at the rear door that allow the guards in the front to see the rear door(s) on a monitor. An alarm sounds at the rear door and the guard's desk if the rear door is open more than 20 seconds to prevent tailgates into building. The alarm also sounds when someone leaves the building without using their card. This is **not so** at the Glendale facility. In addition, the other DDD facilities restrooms are card access only, which is not the case at this facility. In your memo dated March 7, 2006 on the subject of personal safety; you advise OTDA Employees to report suspicious characters or situations near your workplace to your supervisor, a security guard or the police. In the rear of the building, there is not a means to do so. In addition, our members have **NOT** been trained in how to deal with these types of situations.

Currently we have 2 guards at the Glendale Facility in the front of the building. The guard on the 1st floor is 24 hours a day and the additional guard is in the front on the 2nd floor. This guard is here 12 hours, 5 days a week. His job is to provide

security when we have scheduled hearings. In March we had 2 hearings and currently for the month of April, we have 3 scheduled hearings. These hearings normally are 1 hour each.

I would like to state again that this is very concerning to me as the Health and Safety of our members/employees at DDD/OTDA continues to be at risk. As noted in my 02/22/06 memo; non-state workers have access to Building 16 through the rear **without** the need for card access. Once they enter into this area, they then have access to all floors through the elevators or stairways.

I am requesting that the security guard be reinstated to the rear 3rd floor of Building 16 for the health and safety of our member/employees. If this can not be accomplished, I would like to suggest that the security guard that is stationed on the 2nd floor, be stationed on the 3rd floor and be assigned to the 2nd floor when there are scheduled hearings.

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 would have difficulty prohibiting entrance into the DETS offices from the rear of the building. This is a very serious matter as there is not even card access available in the rear of the walkway to their offices.

Thank you for your immediate attention to these matters.

Attachments:

02/22/06 Memo from Kathy D'Arminio

03/07/06 Memo from Keith Reichelt

03/07/06 Memo re: Safety to and From Work from Keith Reichelt