

PHYSICAL PROTECTION OF FACILITIES AND REAL PROPERTY

I. Purpose

This directive establishes Department of Homeland Security (DHS) policy regarding the physical protection of facilities and real property.

II. Scope

This directive applies to all DHS Headquarters elements and to any organizational elements that do not have existing procedures and requirements regarding the physical protection of facilities and real property. Any organizational element that has existing procedures and requirements regarding the physical protection of facilities and real property may continue them in force until the DHS Office of Security issues permanent, Department-wide policy in this area.

III. Authorities

- A. The Homeland Security Act of 2002, codified in Title 6, U.S. Code
- B. Federal Property Regulations, July, 2002

IV. Definitions

Not Applicable.

V. Responsibilities

- A. **The Secretary** will designate an appropriate DHS office to establish appropriate personal property management regulations and procedures as soon as practicable.
- B. **The Under Secretary for Management**, through the DHS Office of Security, shall be responsible for all aspects of this directive.

VI. Policy & Procedures

A. **Guidelines for Physical Security of Facilities and Real Property.**

1. **Guidelines for New Departmental Offices.** As soon as practicable, the Secretary will authorize an appropriate officer of the Department to procure real property to house Departmental Offices. Interim physical protection guidelines outlined below shall be utilized generally in the selection of appropriate real property utilized for Departmental purposes.

2. **Guidelines for Permanent Departmental Office Facilities and Real Property.** Standards contained within this directive apply to renovations, new construction, relocation, or acquisition. These guidelines can be addressed at the time a market survey and architectural review are conducted. Waivers must be obtained from the DHS Office of Security if compliance with these guidelines cannot be met.

a. **Perimeter Walls:** All perimeter walls are to be constructed with drywall from true floor to true ceiling. If air plenum openings are required, these openings are to be covered with 13-gauge expanded steel mesh which is firmly anchored to the wall studs on the inside of the secured area. The area of any single opening shall not exceed 100 square inches. However, if a secure storage room, or vault share an exterior wall, 13 gauge expanded steel mesh (.090 inches) will be utilized for construction of that portion of wall (slab-to-slab).

b. **Perimeter Doors:** For security reasons, the number of perimeter doors should be minimized. In addition to the public entry door, there will be at least one additional perimeter door. An adequate means of exit in case of emergency must be available. Therefore, the number of doors should not fall below that prescribed by local fire regulations or building codes. If perimeter doors must be used as building fire exits, these exits will be fitted with an alarm to alert the occupants when the door is opened. This alarm will provide a readout at the duty/reception desk. Other perimeter doors should be secured by a key activated dead bolt lock and equipped with magnetic contact alarm switches. All perimeter doors should be solid core wood doors hung in a metal frame. Steel doors hung in a metal frame are acceptable if that is the building standard door. Double doors, glass doors, doors with louvers are unacceptable, with the only exception being the public door leading into the reception area. When the doors must be installed so that the hinge pins are exposed in the unsecured area, hinges with nonremovable hinge pins and security pegs will be

installed. Locking hardware which meets the standard field requirements as designated by the DHS Office of Security will be utilized for all perimeter doors. A metal outside escutcheon plate will be installed for the approved lockset. All door installations must retain the anti-shim features of the locksets used. On doors which swing outward, a steel protector plate which precludes access to the latchbolt must be installed. The door used by the public will be equipped with a device that creates an audible sound to alert the receptionist.

c. Secure Storage Room: Certain facilities may require a secure storage area. A secure storage room should be an interior room that does not share a common exterior wall. The walls of this room are to be constructed of slab-to-slab drywall with 13-gauge expanded steel mesh in the core area. If the area above the false ceiling is a return air plenum, required openings in the drywall are permitted provided the expanded steel mesh covers these openings. There will be no single opening in the expanded steel whose area exceeds 100 square inches. A steel door in a metal frame will be installed and will be equipped with a magnetic alarm switch, motion detector, and a combination lock as approved by the DHS Office of Security. The door will also have an emergency exit device operable from inside the room. A class 6 safe(s) with combination lock will be located in this room and should be used for storage of sensitive or confidential equipment and any classified material.

Any weapons and ammunition will also be secured in this room under separate locked container (i.e., Class 6 storage container, or any file cabinets or gun cabinets equipped with lock and key). Open shelf storage of weapons is prohibited at all times, even within the confines of this room. Access to this area will be confined to authorized office personnel.

d. Reception/Clerical Area: For reception areas that are open to the public, a counter with bullet resistant glass is to be constructed to divide the reception area from the interior office. Sliding doors should be installed on the interior office side of the counter. A deal tray will be incorporated into the counter. The windows will be of bullet resistant material with built in voice tubes. Ballistic wall material is to be installed to a height of 8 feet on all walls of the reception area which separate routinely occupied interior space from the reception area (interview rooms, conference rooms, etc. do not qualify as routinely occupied space). If the door which connects the public reception room to the reception/clerical area is to be mounted on the same wall as the window, it will be a ballistic door.

If the door which connects the public reception room to the reception/clerical area is not hung in the same wall as the window, or in another wall containing ballistic wall material, this door will be a solid core wood or metal door hung in a metal frame. The door shall contain a lockset which is key-operated from the public side and free turning from the inside. This door shall swing outward into the public reception room from the reception/clerical area. The receptionist's desk will have an electronic control to release the electric lock or strike controlling the entrance door to the office. Additionally, the receptionist desk will be equipped with a panic alarm that will activate an audible signal at one or more location(s) to alert all personnel. The walls that separate a public reception room from the interior office space should be constructed of slab-to-slab drywall.

e. Cleaning Force/Answering Service: Office keys will not be entrusted to a cleaning force. Arrangements should be made to have facilities cleaned during normal duty hours. In those areas where arrangements cannot be made to have the office cleaned during normal working hours, an authorized employee will be assigned to escort the cleaning personnel while in the office.

The DHS Office of Security will conduct Federal, state and local criminal and warrant checks on cleaning force personnel and answering service employees. This will include the following:

- (1) NCIC records check
- (2) NCIC wanted person checks
- (3) State, regional, or local law enforcement inquiries

New cleaning personnel and answering service employees must be checked prior to their utilization. All names should be rechecked annually. Cleaning personnel or answering service employees are to provide photo identification each time they enter the premises to perform their duties. The DHS Office of Security will issue standardized contractor photo IDs.

f. Evidence Vault: Construction requirements will be the same as the secure storage room. It is recommended, when possible, that this room be constructed inside the secured storage room. In those instances, walls which are not perimeter walls are to be constructed of slab-to-slab drywall without 13-gauge expanded steel mesh in the core; the door will be a solid core wood or metal door in a metal frame; and the door will open inward and be equipped with the standard approved lockset.

B. The **DHS Office of Security** will maintain copies of all security surveys.

C. **Questions or Concerns Regarding the Process**. Any questions or concerns regarding this directive should be addressed to the DHS Office of Security.