

**PURPOSE**

All employees are responsible for using safe work practices, for following all security policies and procedures and for assisting in maintaining a safe and secure work environment by displaying proper identification in Michigan Department of Health and Human Services (MDHHS) buildings.

This policy provides general guidelines for obtaining building access and employee identification cards.

**DEFINITIONS****Access Card**

Any device used by state of Michigan employees or contractor employees and used to gain access to Department of Management Technology and Budget (DTMB) managed buildings as well as agency-owned or leased facilities.

**Note:** Not every facility uses access cards, but every building must have controlled access procedures.

**Contract Employee**

A contract employee is any person working in a DTMB-managed facility that is not employed by the State of Michigan (SOM).

**Leased Building**

A leased building used by MDHHS for the purpose of carrying out specific state programs or operations.

**Identification Card**

An identification card used to identify SOM employees and contractors.

**Note:** An identification card may include an access component.

**State Owned Building**

A building owned by the State of Michigan (SOM) and managed by the Department of Management, Technology and Budget (DTMB).

**POLICY**

All Michigan Department of Health and Human Services employees and contractors must have an employee identification card and access card for assigned work locations. Contractors must renew their identification cards and building access permissions annually.

Staff may have general access MDHHS buildings Monday through Friday between the hours of 6:00 AM and 6:00 PM.

Bureau, office, or institution level 17 and above directors are responsible for approving exceptions to general access authorizations; for example, building access needed after hours or on weekend.

**PROCEDURE****Requests****State-Owned Facilities**

General access to buildings owned and managed by the Department of Management Technology and Budget (DTMB) and buildings leased by DTMB and equipped with a DTMB-managed card access system are issued within the Michigan Identification Card Access Request Process ([MiCARP](#)):

- MiCARP requests for access or identification cards require an attached email approval from supervisor.
- Employees must attach bureau director approval for exceptions requests to the MiCARP email.

**Leased Facilities**

The Bureau of Organizational Services issues identification cards for employees in non-state-owned buildings. Complete a DHS-1393, Employee Identification Card Request and send it to [MDHHS-IDCARDS@michigan.gov](mailto:MDHHS-IDCARDS@michigan.gov).

General access to buildings, leased by MDHHS but without a DTMB-managed card access system, is issued by local facilities.

Each location must have the following:

- Written policy stating building access procedures.

- Written procedures for obtaining, replacing or updating access and identification card.
- Procedure to retrieve access and identification card upon separation of the employee.
- Security program coordinator employee responsible authorizing access and identification card requests.

**RESOURCES**

[State of Michigan Administrative Guide to State Government 0250.06, ID/Access Cards.](#)

**CONTACT**

For more information contact ID and Access Card Services at 517-241-1856(517) 241-1856 or email at [DTMB-Security@michigan.gov](mailto:DTMB-Security@michigan.gov).