



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 24-05-DPMC	ORIGINATING AGENCY: DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION	PAGE 1 OF 3
EFFECTIVE DATE: IMMEDIATELY	EXPIRATION DATE: INDEFINITE	SUPERSEDES : ----
SUBJECT: RULES AND REGULATIONS FOR PUBLIC ACCESS TO STATE LEASED OR OWNED PROPERTIES		
ATTENTION: ALL STATE DEPARTMENTS AND STATE AGENCIES		
FOR INFORMATION CONTACT: OFFICE OF LEASE COMPLIANCE OFFICE OF BUILDING MANAGEMENT		PHONE: (609) 984-6560 PHONE: (609) 777-3256

#### I. PURPOSE

State Departments and Agencies utilize State Properties to conduct State Business. The purpose of this policy is to maintain State Properties with appropriate security measures to protect employee safety in the workplace, preserve confidentiality and privacy of information, and prevent disturbances that could interfere with State Business.

#### II. REFERENCES

- A. New Jersey Statutes Annotated: N.J.S.A. 34:6A-25 through -50, Public Employees Occupational Safety & Health Act.
- B. New Jersey Administrative Code: N.J.A.C. 12:100-13, Public Employer's Guide and Model Written Program for the Indoor Air Quality Standard.
- C. New Jersey Administrative Code: N.J.A.C. 12:110-3.3, Duties of Employer.
- D. New Jersey Department of the Treasury, Workplace Violence Policy: <https://www.nj.gov/csc/employees/training/classroom/Imports%202017/Treasury%20Workplace%20Violence%20Policy.pdf> (last viewed on August 23, 2023).

#### III. DEFINITIONS

- A. "Employee or State Employee" means any public employee, any person holding a position by appointment or any person holding a position by employment in the service of an "Employer" as that term is used herein.
- B. "Employer" means the State, or any department, division, bureau, board, council, agency or authority of the State.
- C. "Security Personnel" broadly means the New Jersey State Police; a specific law enforcement agency with jurisdiction over the State Property (including but not limited to local municipal police offices and/or county sheriff's offices); a State security guard; a contracted Security service; or, a combination of the preceding.

- D. "Service Animals," pursuant to the Americans with Disabilities Act, means dogs individually trained to do work or perform tasks for people with disabilities.
- E. "State Business" means all administrative, governmental, proprietary and other services, acts and transactions required for the operation of the State government.
- F. "State Property/ies" means real property owned or leased by the State, including parking lots and parking garages.
- G. "Workplace" means a place where State Employees are assigned to work.

#### **IV. OBJECTIVES**

- A. State Departments and Agencies utilize State Properties to conduct State Business, and therefore, State Properties serve as Workplaces for State Employees. The State's objective is to provide State Employees with a Workplace that is free from recognized hazards that may cause serious injury, physical harm or death to its Employees.
- B. The type of State Business conducted among different State Departments and Agencies varies greatly and can include the handling of confidential information, personal health information and/or personally identifiable information, among other sensitive or protected information. The State's objective is to protect the confidentiality of such information as required under the law.
- C. The State's objective is to maintain State Properties with appropriate security precautions and keep State Properties free from disturbances that could interfere with State Business.

#### **V. POLICY**

- A. Public access to State Properties may be limited, restricted and/or predicated upon complying with certain security measures, including but not limited to presenting identification; signing a register; entrance upon appointment only; employee escort; limitations or restrictions on the use of video equipment or cameras; search of the person and/or property; and/or use of a magnetometer or other device as may be reasonably required based upon the specific security concerns for each State Property.
- B. Any conduct resulting in a recognized hazard that may cause serious injury, physical harm or death to State Employees is prohibited.
- C. Any conduct jeopardizing the security of private or confidential information protected by law is prohibited.
- D. Any conduct resulting in a breach of the peace or disturbance that impedes or disrupts the orderly conduct of State Business is prohibited.
- E. Minors are prohibited from accessing State Property unless 1) said minor is accompanied by an adult authorized to access the State Property; 2) the authorized adult accompanies and supervises said minor at all times while on the State Property; and, 3) the presence of said minor does not disrupt or interfere with State Business.
- F. Dogs and other animals are not permitted on State Property, with the exception of Service Animals or police dogs or other dogs where pre-approval has been secured from the Division of Property Management and Construction.

- G. Notwithstanding the provisions of any other law, rule or regulation, no person while on State Property may carry firearms, other dangerous or deadly weapons, explosives, or any other items identified by Security Personnel as posing a security risk, either openly or concealed, except for official purposes.
- H. Any person determined to be noncompliant with this policy is subject to immediate removal from the State property. Such determination of non-compliance is at the discretion of agency representatives and Security Personnel. Noncompliant persons may be charged with trespass under N.J.S.A. 2C:18-3 and or other criminal proceedings under the applicable State Statutes and/or Municipal Ordinances. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.
- I. Agency representatives and Security Personnel have the authority to further limit public access in response to intelligence information regarding a threat to the State Property and/or its occupants.

## **VI. DEPARTMENT AND AGENCY RESPONSIBILITIES**

- A. The State Departments or Agencies occupying State Property shall indicate any areas of the State Property that are restricted from public access by placing appropriate signage in highly visible areas within such part of the specific State Property occupied by said State Department or Agency. Examples of such signage are included in Appendix A attached hereto.
- B. Every State Department or Agency occupying State Properties shall determine whether this policy adequately meets their specific security and access needs. If any State Department or Agency determines that this policy does not meet such needs, then said State Department or Agency is responsible for drafting its own written access or security policy for such part of the specific State Property occupied by said State Department or Agency that more appropriately meets the specific security needs. Such policy must be narrowly tailored to specifically address the heightened security needs of the State Departments or Agencies responsible for drafting such written access or security policy.
- C. In the event that a State Department or Agency occupying State Property drafts and adopts its own access or security policy pursuant to Paragraph B above, then that policy shall control the specific State Property occupied by said State Department or Agency.
- D. A State Department or Agency occupying State Property shall post signage enumerating the policy in Section V, Paragraphs A through I above in highly visible areas within such part of the specific State Property occupied by said State Department or Agency. See Appendix B for an example of such signage. However, if a State Department or Agency occupying the State Property adopted its own access or security policy pursuant to Paragraph B above, then said State Department or Agency shall instead post signage enumerating such policy. Such signage shall be posted in highly visible areas within such part of the specific State Property occupied by said State Department or Agency.
- E. State Departments or Agencies occupying State Property, in coordination with Security Personnel, shall be responsible for enforcing this policy in a manner that will achieve the purposes stated herein.
- F. State Departments and Agencies occupying State Property shall keep a written copy of the controlling access or security policy on site and available for public and law enforcement review.

## **VII. ENFORCEMENT**

State Departments or Agencies occupying State Property, in coordination with Security Personnel, shall be responsible for enforcing this policy in a manner that will achieve the purposes stated herein.

*Christopher Chianese*

Christopher Chianese, Director  
Division of Property Management & Construction

## **APPENDIX A**

**THIS AREA IS RESTRICTED FROM  
PUBLIC ACCESS**

## **APPENDIX B**

## **PUBLIC BUILDING ACCESS POLICY**

1. Public access to State Properties may be limited, restricted and/or predicated upon certain security measures, including but not limited to presenting identification; signing a register; entrance upon appointment only; employee escort; limitations or restrictions on the use of video equipment or cameras; search of the person and/or property; and/or use of a metal detector or other similar device as may be reasonably required based upon the specific security concerns for each State Property.
2. Any conduct resulting in a recognized hazard that may cause serious injury, physical harm or death to State employees is prohibited.
3. Any conduct jeopardizing the security of private or confidential information protected by law is prohibited.
4. Any conduct resulting in a breach of the peace or disturbance that impedes or disrupts the orderly conduct of State Business is prohibited.
5. Minors are prohibited from accessing State Property unless 1) said minor is accompanied by an adult authorized to access the State Property; 2) the authorized adult accompanies and supervises said minor at all times while on the State Property; and, 3) the presence of said minor does not disrupt or interfere with State Business.
6. Dogs and other animals, except those used to assist persons with disabilities as required to comply with the New Jersey Law Against Discrimination, are not permitted on the property except for official purposes.
7. Notwithstanding the provisions of any other law, rule or regulation, no person while on State Property may carry firearms, other dangerous or deadly weapons, explosives, or any other items identified by Security Personnel as posing a security risk, either openly or concealed, except for official purposes.
8. Any person determined to be noncompliant with this policy is subject to immediate removal from the State property. Such determination of non-compliance is at the discretion of agency representatives and Security Personnel. Noncompliant persons may be charged with trespass under N.J.S.A. 2C:18-3 and or other criminal proceedings under the applicable State Statutes and/or Municipal Ordinances. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.
9. Agency representatives and Security Personnel have the authority to further limit public access in response to intelligence information regarding a threat to the State Property and/or its occupants.

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION  
POLICY CIRCULAR NUMBER: 24-05-DPMC



**NO ENTRANCE  
WITH FIREARM**