

# THCA Identification Procedure

12/5/2018

## I. PURPOSE:

To issue specific guidelines for the Identification and access to the THCA community building. To provide a layer of security for the safety of the THCA staff, volunteers and community members.

## II. SCOPE:

This procedure applies to all people looking to enter the THCA community building

## III. RESPONSIBILITY:

It is the responsibility of each person to comply with the requirements of this procedure.

## IV. PRACTICE:

The need to positively identify anyone requiring access to the THCA community Building

## V. ACCESS CONTROL SYSTEM:

A. An access control system is installed to provide a reasonably safe and secure environment for those working or conducting business in the THCA Community Building.

B. This system must be manually triggered to provide entry to the THCA Community Building

## VI. GENERAL:

A. Those looking to enter the THCA Community Building will ring the intercom bell

B. They will be asked to do the following:

- Look directly at the camera and remove hat or glasses
- State their full name and address (lot number)
- Hold an official identification up to the camera for review
  - Birth certificate.
  - Social Security card.
  - State-issued driver's license/ID card.
  - Passport and passport card.
  - ID card issued by one's employer, university, or school
  - Voter's registration card
  - Native American tribal document

- Credit cards and debit cards
  - Proof of automobile insurance card (when driving)
  - Health insurance cards
  - Library cards
  - Utility bills
  - State the business they have to conduct at the THCA Community Building
- C. Using the gathered information, the intercom attendant will decide if the individual should be allowed to enter the building.
- D. If the individual seems agitated and confrontational, the individual may be denied admittance. The attendant can choose to address the individuals concerns over the intercom.
- E. If the agitated individual would like to file a grievance they could be asked to submit the grievance in writing to the board of directors by placing the letter in the mail drop box.

VII. AUTHORITY:

Issued by the THCA Board of Directors.