

# Office of Child Support **POLICY SHEET**

## SUBJECT

### **Tailgating Policy**

**PS# 22-01**

## POLICY

Tailgating is a term used to describe the act of following directly behind another person when entering a state building without swiping a badge. Due to the sensitive case information within the Office of Child Support's (OCS) case files, OCS staff must not allow tailgating. It is critical that OCS staff ensure the physical office space is restricted to badged employees, or supervised logged in guests, when entering and existing the secure OCS area.

To ensure the security of OCS's case files which contain federal tax information (FTI), personally identifiable information (PII), and personal health information (PHI), OCS staff must conform with the following requirements surrounding tailgating:

- OCS staff must wear state issued ID badges at all times to identify themselves as authorized OCS agents. It must be worn above the waist, in plain view so it is visible at all times.
- All visitors must go through building security. Once beyond security in the Waterbury central office complex, they are free to move about the atrium, café, and Sally Fox Conference Center only. Any visitor entering OCS office space must provide a photo ID, sign into the visitor log, and be escorted at all times.
- Visitor logs for the all the individual OCS offices must be sent to the Quality Assurance Team monthly.
- Anticipated visitors to office space should be reported to building security with contact information for the individual that will be escorting them upon arrival.
- Unauthorized access must be challenged by authorized individuals. Security personnel must be notified of piggyback/tailgate attempts.
- All maintenance personnel that are not escorted by authorized OCS staff shall have the required access authorization and be maintained on a list of authorized maintenance organizations or personnel. If maintenance personnel do not possess the required authorizations, they must be escorted and supervised by OCS authorized staff at all times.

## RATIONALE

The Agency of Human Services in Vermont has developed tailgating and building visitor procedures that are incorporated in this OCS Policy.

In addition, [IRS Publication 1075](#) instructs OCS to have procedures in place to restrict and report piggybacking or tailgating.

Date	Action	Description
04/14/2022	Created	
06/12/2023	Revised	Applied standard formatting; updated hyperlinks throughout document