

THE SECURITY BUZZ

The Office of Security at the National Processing Center Newsletter

December 2007 / Issue 6

AROUND NPC

Telephone threats
Frequently used forms
Searching Policy

Guidelines for handling telephone threats

Form NPC-1055 Guidelines for Handling Telephone Threats can be found on our website at <http://cww/osy/>. On the left side of the Home page, look under the category "INCIDENTS," click on Phone Threats and then on NPC-1055 to bring up the form. It can also be accessed under "INFORMATION," then click on "FREQUENTLY USED FORMS." Since this form is not a fillable form, you will need to print out one and type or write in the information as needed. We would encourage you to print it out and keep a copy handy, and read it over to familiarize yourself with how to handle a bomb threat, threatening call or a obscene call. If you receive a call of threatening nature, you will be better prepared to handle the call, to provide helpful information, and possibly save lives.

Frequently used forms pertaining to security can be found where?

On our website at <http://cww/osy/>, look under "INFORMATION," then click on link to "FREQUENTLY USED FORMS" to access security forms used at the NPC. You can find the following forms:

BC-120 Request for Visitor Admittance to Census
BC-790A Application for Carpool Parking Space - Jeffersonville
BC-1206 Security Incident Report
BC-1759 Special Sworn Status
CD-591 Personal Identity Verification (PIV) Request
NPC-945 Camera/Camcorder Request
NPC-1043 Authorization for Contract Employee Building Pass
NPC-1050 Instructions for Contractors at the Census Bureau
NPC-1055 Guidelines for Handling Telephone Threats
OF-306 Declaration for Federal Employment
SF-85 Questionnaire for Non-Sensitive Positions
SF-85P Questionnaire for Public Trust Positions

Searching Policy, what's new?

Effective December 3, 2007, the Office of Security resumed random inspections of laptops, packages, purses, briefcases, bags, backpacks, etc. in the possession of NPC employees, contractors, or visitors who enter the buildings/gates. This is in addition to the current policy of inspecting all laptops and other items mentioned above while exiting the buildings/gates. Vehicles are subject to random inspections anytime of the day. These searches are in accordance with Title 41, Code of Federal Regulations, which prohibits possession of contraband on federal property.

ASK BUZZ

Buzz says...



"BUZZ"

If you encounter or are involved with an incident at the National Processing Center, you can be of great help if you will take the following steps:

1. Do not disturb the scene, don't touch anything, leave everything as you found it.
2. Call Security IMMEDIATELY on x3911.
3. Write down names and phone numbers of any witnesses for report and investigation.
4. Write down 5 W's: **Who** found incident and who was involved if known, **What** happened, **When** it was discovered and when reported, **Where** did it happen be specific, and **Why**, if there was an apparent cause or how if known. If unknown, state unknown cause.

Fill out a BC-1206, Security Incident Report within 24 hours and send to Security.

OSY WEBSITE

How do you get to the OSY website?

Go to our Internet Explorer website: <http://cww.npc.census.gov/osy/>.

NEXT ISSUE

What can you look forward to in the next issue?

Information on emergency preparedness, emergency action guide, and more.

CONTACT INFO

If you have questions or suggestions, who do you contact?

Please contact Debra Rochner, Assistant Regional Security Officer on x3818 or email at: Debra.Kay.Rochner@Census.Gov.