



Maine Human Rights Commission

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Amy M. Sneirson
EXECUTIVE DIRECTOR

John P. Gause
COMMISSION COUNSEL

MEMORANDUM

To: All Visitors to the MHRC
From: Amy Sneirson, Executive Director
Date: July 6, 2012
Re: New Building Security Policy

All people visiting 19 Union Street in Augusta to conduct business with the Maine Human Rights Commission should be aware that there are new building security protocols in place, due to federal law requirements required of other tenants in this building.

Upon arrival, a visitor must either:

1. Present him/herself to the receptionist and complete a sign-in form and show identification. Arrival time will be recorded on the sign-in sheet.

OR

2. Use the phone outside the receptionist's desk to call directly up to the MHRC; a MHRC staffer will come down and accompany the visitor to the MHRC office.

OR

3. Present him/herself to the receptionist and ask the receptionist to call the MHRC, so the MHRC staff may come down to accompany the visitor to the MHRC office.

Upon departure, a visitor must either:

1. Present him/herself to the 1st floor receptionist and note departure time on the sign-in sheet.

OR

2. Request a MHRC staffer to accompany him/her out of the building when their business is completed.

We apologize for any inconvenience and appreciate your cooperation with this new building protocol!