



THE COMMONWEALTH OF MASSACHUSETTS

Department of Industrial Accidents

600 Washington Street, 7th Floor
Boston, Massachusetts 02111

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Lieutenant Governor


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Director of Labor

JOHN C. CHAPMAN
Commissioner

CIRCULAR LETTER #317

TO: All Interested Parties

FROM: John C. Chapman
Commissioner 

RE: New Security Procedures for Conciliation and OEVR
Boston Office, 600 Washington St., 7th Floor

DATE: March 31, 2005

In an effort to enhance overall security in our Boston office, the Department of Industrial Accidents (DIA) is instituting new security protocols beginning Monday, April 11, 2005. On that date, the door leading from the waiting area to the Conciliation Unit and the Office of Education and Vocational Rehabilitation (OEVR) will be permanently locked. All persons having business in the Conciliation or OEVR will be escorted to and from that area by DIA staff members. There are **no exceptions** to these procedures.

Check-in for Conciliation will take place at the Information Desk in the waiting room. The new check-in procedure will ensure that all parties are able to make their appointments in a timely manner. In addition, a new in-house telephone has been installed, near the door in question, as a means of contacting Conciliation and/or OEVR staff directly.

In establishing these new security protocols, we have made every effort to see that our constituents are served quickly and properly while providing an appropriate level of security for everyone. Please keep in mind that this agency has an obligation to serve the public and to maintain a safe and secure work environment for its employees.

The success of these new procedures will depend greatly upon the cooperation of all parties that are affected. In order to make these security procedures work, I respectfully ask for your support and assistance, and I thank you in advance.

DIAGRAM – Boston Office Waiting Area

Not to scale.

