

Business/Non-Instructional Operations

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the CREC community. It is in the best interest of CREC to protect that investment adequately.

The Executive Director or designee is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

Policy adopted:
Revised: January 18, 2023

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Business/Non-Instructional Operations

Security of Buildings and Grounds Procedures

Incidents of illegal entry, theft of property, vandalism or damage to CREC property from other causes will be reported by phone to the office of the Executive Director or designee, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All building entry devices, (keys, electronic cards, FOBs, access ID cards, etc.) used in a school shall be the responsibility of the building administrator/designee. Requests for permanent issuance of entry devices shall be made only in those instances where the employee regularly needs an entry device in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular entry device is of a temporary nature, such device shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All entry devices shall be issued through the office of each building administrator/designee. A receipt showing the number of the entry device and room(s) or building(s) which it opens shall be signed by the person to whom the device is issued. This receipt shall be filed in lieu of the entry device and shall be returned to the employee upon return of such.

Each building administrator or designee shall set up an entry device control system with a record of the number of each such device filed.

The person issued an entry device shall be responsible for its safekeeping and shall pay for a duplicate if lost. Duplicates are obtained only through the administrator's office. CREC Council prohibits the duplication of entry devices.

Entry devices shall be used only by authorized employees and shall never be loaned to students.

Entry devices (keys, electronic cards, FOBs, access ID cards) shall be collected by the building administrator/designee upon an employee's resignation or termination, or upon an employee being placed on administrative leave. Additionally, each building administrator/designee should purge and update the access control system to reflect current employees and remove resigned or terminated employees.

Visitor Sign-in

Visitors at a CREC facility must utilize the exterior AIPHONE/Intercom to communicate with office staff/security station. Office staff/security will greet the visitor: "*Good morning. Welcome to CREC (School/Program name) how my I help you?*" and ask for the reason for visiting.

Office staff/security will:

- Ask visitors whom are they here to see
- Ask if they have an appointment, and with whom
- Confirm the appointment/visit
- Only allow access if visitors are authorized
- Request a staff member to report to the lobby to escort the visitor

Visitors will remain OUTSIDE or in the access-controlled vestibule until verified. If allowed in, visitors must sign-in using the most recent sign-in system. Visitors must be assigned a visitor badge; if they have a CREC-issued I.D. they must display it. Visitors are not allowed to roam in the building, but must be escorted by a staff member.

Regulation issued:

Revised: November 16, 2022

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut