

Number: 4.29

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Subject: Safety and Security of the 9-1-1 Administrative Facility

Policy: The Enhanced 9-1-1 Authority shall follow a written procedure for the protection of the physical plant, data, personnel, and visitors who occupy the 9-1-1 Administrative Facility.

Purpose: To outline the systems used, their purpose and establish procedures under this policy to provide good security processes for the building.

Procedure:

SYSTEMS: The following systems shall be maintained in good operating order to provide for security and safety in and around the building.

- 1) Surveillance Cameras shall be active covering the entire perimeter of the building, with specific emphasis on all door locations.
- 2) Fire Detection/Warning system shall be active to prevent, detect and alert anyone inside the building that a potential fire has been detected. This system shall at all times be contacted through an alarm service to provide notification to the Colorado Spring Fire Department of an alarm situation within the building.
- 3) Electronic locks shall be maintained to secure the downstairs portion of the building during normal business hours,

with the exception of public meetings held in the board room. During the time when the board room is being occupied, the downstairs hall and facilities on that floor become public. These electronic doors use key cards for access. Guests coming to the building who are known to the receptionist will be issued a card, after signing the entry log.

- 4) A Cipher lock will be maintained on the computer room to prevent unauthorized entry into the computer room.
- 5) Intrusion Alarm system shall be maintained and will be “armed” at any time when staff members are not present in the building. This system shall be monitored by a twenty-four hour monitoring service that has the capability of notifying the Colorado Springs Police Department in the event of an active alarm.

RESPONSIBILITIES: Staff members shall be required to be a part of the security and safety of the building through the following:

- 1) Requiring any visitor to the building, known or unknown, to sign the visitor log upon entering the facility and signing out on departure.
- 2) Not allowing entry into the building for anyone except through the front lobby where the visitor log is located.
- 3) Not authorizing anyone entry into the building for the use of facilities, such as bathrooms or phones. These facilities are considered to be a secure facility and are designed for the use of those persons authorized and/or required to be in the building.

- 4) Last staff member leaving the building each night shall be required to activate the intrusion alarm system using the code they were given upon employment.