

# PEOPLE'S PLACE II, INC.

## Building Security Policy

Approved By: Board of Directors  
Review/Revision Date: 7/01/2007

### I. PURPOSE

The purpose of this policy is to protect clients, personnel and agency buildings.

### II. POLICY STATEMENT

It is the policy of People's Place to provide a safe environment for its clients, personnel and to safeguard the agency's properties.

### III. APPLICATION

This policy applies to all People's Place facilities and personnel.

### IV. DEFINITIONS

None.

### V. STANDARDS

- A. All employees are responsible for the security of the facility in which they work.
- B. All missing agency or personal property must be reported to Administration immediately.
- C. Entrances, exits and windows of all properties must be monitored or secured at all times.
- D. A.I. security and alarm systems will be activated when appropriate.
- E. All unauthorized persons will be asked to leave the facility.
- F. All employees will immediately report suspicious persons or suspicious or illegal activities to their supervisor.
- G. All keys must be kept in the personal possession of the personnel authorized to have them.
- I. The last staff person leaving a building shall ensure that all lights and appliances are turned off, alarms are activated if applicable, and that designated doors and windows are closed and locked.

## VI. PROCEDURES

<u>Individual responsible</u>	<u>Action</u>
Employee	<ol style="list-style-type: none"><li>1. All breaches of security will be reported to the program supervisor immediately</li><li>2. Undertakes corrective measures to restore security</li><li>3. Submits incident report to supervisor</li></ol>
Supervisor	<ol style="list-style-type: none"><li>1. Reviews incident and submits up the chain of command</li></ol>
Executive Director	<ol style="list-style-type: none"><li>1. Reviews incident report and approves revised procedures</li></ol>