



**New Hampshire Division for Children, Youth and Families Policy**

**2069 SYSC ACCESS AND SECURITY**

Chapter: **Sununu Youth Services Center**

Section: **Safety and Security**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-09**

Effective Date: **June 2022**

**References Of Note**

Federal Authority:

Statutes: **[RSA 635:2](#)**

Administrative Rules:

Case Law:

This policy outlines the SYSC facility and campus access procedures and security measures.

**Required Practices**

*Any deviations to the following information must be documented with Supervisory Approval.*

- I. Access to SYSC by Staff (including contracted positions, interns, and volunteers), maintenance contractors, and any non-youth associated arrivals, will be managed without prejudice or preferential treatment.
- II. All staff, mentors, and maintenance contractors accessing the secure facility must be approved in compliance with policy 2476 PREA Standards– Hiring, Promoting, Corrective, and Disciplinary Actions for SYSC Personnel, Contractors, and Volunteers.
- III. Attempting to enter the secured facility or campus without approval will be treated as criminal trespassing as outlined in RSA 635:2.
- IV. Staff must place all personal belongings in the Staff Lounge prior to entering the secured facility.
  - A. Staff must request permission from the SYSC Administrator to bring specified personal items into the secured facility. Such personal items may include, but are not limited to:
    1. Medication(s); and
    2. Cell phone(s).
- V. All persons will enter and exit the secured facility through designated entry points, including:
  - A. Passage through a metal detector;

1. Repeat triggering of the metal detector will result in use of the hand-held wand until cleared; and
  - B. Passage through a secured sally port.
    1. Only authorized vehicles will be approved to enter the vehicular sally port in Admissions.
- VI. The Central Control Operator will:
- A. Monitor all means of entry and exit from the secured facility;
  - B. Operate facility sally ports; and
  - C. Control interior electronically operated doors, when requested.
- VII. Facility keys and HID Access Cards will be issued in the following manner:
- A. Employees and contracted positions will be issued keys and HID Access Cards based on their function;
  - B. Employees and contracted positions will only possess and use keys and HID Access Cards issued to them;
  - C. The assigned Supervisor will maintain an electronic roster of all keys and HID Access Cards issued;
  - D. Extra keys and HID Access Cards will be stored in a secured cabinet; and
  - E. Access to the secured cabinet will be limited to Facility Administrators, the On-Duty Supervisor, and the Maintenance Supervisor.
- VIII. Employees and contracted positions are not permitted to make copies of any facility issued key or be in possession of unrecorded keys.
- IX. All lost keys or HID Access Cards will be reported immediately to the On-Duty Supervisor.
- X. Buildings on the SYSC campus are secured by alarm systems.
- A. The Central Control Operator will monitor all building alarms and coordinate with the On-Duty Supervisor and/or Maintenance as needed.
  - B. Maintenance staff will address concerns with the operations of the alarms as identified.
  - C. All Staff will notify the Central Control Operator of any audible alarms generated by the secured facility or surrounding campus buildings.
- XI. Access to campus buildings during non-business hours is restricted.

- A. Staff other than Maintenance are required to request permission for entry from the On-Duty Supervisor.

<b>Standard Operating Procedures</b>		
<b>SOP</b>	<b>Title</b>	<b>Applicable</b>
2069.1	Employee and Contracted Position Access and Security	SYSC Staff
2069.2	Mentor and Volunteer Access and Security	SYSC Staff
2069.3	Maintenance Contractor Access and Security	SYSC Staff
2069.4	Non-Youth Associated Arrivals	SYSC Staff
2069.5	Campus Building Security and Duties	SYSC Staff

<b>Glossary and Document Specific Definitions</b>
---

A - B    C - D    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z

<b>Document Change Log</b>			
<b>PD</b>	<b>Modification Made</b>	<b>Approved</b>	<b>Date</b>