
 <p>NH Department of Health &amp; Human Services Division for Children, Youth &amp; Families</p>	<b>DCYF Standard Operating Procedure</b> <b>2069.3 MAINTENANCE CONTRACTOR ACCESS AND SECURITY</b>	
	Policy Directive: <b>22-09</b>	Approved: 
	Effective Date: <b>June 2022</b>	Implements Policy: <b>2069</b> Joseph E. Ribsam, Jr., DCYF Director

This SOP outlines maintenance contractor access and security measures for the facility.

### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. All maintenance contractors arriving at the SYSC facility will enter and exit the facility through the main lobby entrance.
- II. Entry procedures for facilities maintenance contractors include:
  - A. Entering through the main entrance and checking in with the Receptionist;
  - B. Providing positive proof of identification;
  - C. Undergoing all required security screenings and searches; and
  - D. Agreeing to follow all visitation rules.
- III. Subject to inspection and at the discretion of Supervisors, maintenance contractors may bring items necessary to enable them to conduct their professional business within the facility.
- IV. Staff will be assigned to escort maintenance contractors within the secured facility, for the duration of their stay.

### Glossary and Document Specific Definitions

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

### Document Change Log

PD	Modification Made	Approved	Date

