

<b>2069 FACILITY ACCESS</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Safety and Security</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>May 15, 2010</b> Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): <a href="#">RSA 621</a> and <a href="#">RSA 621-A</a> Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): <b>Incident Tracking Report</b> Bridges' Screen(s) and Attachment(s): _____

To ensure the safety and security of residents, staff, and visitors of the John H. Sununu Youth Services Center (SYSC), staff access into and throughout the facility shall be controlled through the issuance of keys and access cards.

<b>Purpose</b>
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The purpose this policy is to establish the SYSC facility Access, Keys and Access Cards, and Door Control procedures.

<b>Policy</b>
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- I. Facility Access: Facility access will be assigned in the following manner:
  - A. SYSC staff shall each be assigned a level of access to SYSC by the Facility Administrator and shall be issued an access card that is programmed to permit entrance through those electronically controlled doors within SYSC that are consistent with the staff member's authorized access.
  - B. SYSC staff shall be assigned keys to those keyed doors that are consistent with the staff member's authorized access.
  
- II. Keys and Access Cards: Facility keys and access cards shall be issued in the following manner:
  - A. Supervisors are responsible for the safety and security of the SYSC facility to include the monitoring and supervision of keys and HID access cards.
  - B. Staff will be issued keys and HID access cards based on their function.
  - C. Staff will only possess keys and HID cards issued to them.
  - D. Staff are responsible for the keys and HID cards issued to them.
  - E. A computerized roster of all keys and HID access cards issued shall be maintained, reviewed regularly and updated as necessary by a designated Supervisor.
  - F. Blank and a limited number of extra keys will be stored in a secure cabinet within the Security Office. The access to this secure cabinet will be limited to the Facility Administrator, designated Supervisor, and Maintenance Supervisor.

- G. All facility keys, when not in use by an on-duty staff member, shall be stored in the key box located in the sally port of the main entrance. The only exception is for Administrators.
  - H. All staff shall pick up their assigned keys from the key box each time they enter the facility, and all staff shall leave their keys in the key box every time they leave the facility. No facility keys shall leave the SYSC facility. The only exception is for Administrators.
  - I. Staff shall maintain possession of their keys and access cards at all times. No resident shall be given nor shall possess any key or access card.
  - J. No copies of any key shall be made, and staff shall not possess any unrecorded key.
  - K. All lost keys or access cards shall be reported immediately to Supervisor. The on-duty Supervisor shall direct a search for the missing key/access card. An Incident Tracking report shall be filed. In the event that the keys/access cards are not found, the Residential Bureau Chief shall determine appropriate follow-up action, including but not limited to re-keying locks, canceling the access card, and personnel action.
- III. Door Control: Facility doors shall be accessed in the following manner:
- A. Exterior Doors - Central Control shall monitor and control all entrance into and exit from the secure perimeter of SYSC. All persons entering and exiting the secure perimeter shall pass through an interlocking sally port, which can only be opened by Central Control.
  - B. Keyed-Only Doors - Supervisors for those areas to which access is via a keyed-only door shall be responsible for the locking and unlocking of these doors at appropriate times.
  - C. Electronically Controlled Doors - Central Control shall be responsible for the monitoring and control of all electronically controlled doors.
  - D. Resident Room Doors - Doors to resident rooms may be controlled from the Unit Counselor's office, the Unit Manager's office, or Central Control. The primary control area for these doors shall be the Unit Counselor's office, but in the event that no staff is logged onto the computer control terminal in the Unit Counselor's office, control of these doors shall default to the Unit Manager's office, and then to Central Control.
- IV. Perimeter Gate Control: Perimeter gate control shall be as follows:
- A. The access roads onto the Youth Development Center shall be controlled by electronic gates and cameras. Central Control shall monitor the gates.
  - B. The two access roads shall be the only means for pedestrian and vehicle traffic to enter and leave the Youth Development Center grounds.