STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Procedure: 422.04.01

Subject:	**Central Office Security / Staff Security**	
Effective Date:	**November 6, 2000**	**Review and Re-Issue Date:**
Supersedes:	**NEW**	**APA Rule Number:**

Recommended for approval by:		**Authorized By:**	
_____		_____	
Signature	**Date**	**Signature**	**Date**

PROCEDURE

1. **Authority:**

   1.1. Title 3, V.S.A., Section 3052 and Title 28 V.S.A., Chapters 1,3,5,9 and 11 provide the Commissioner of Corrections the authority to establish policies and procedures for the Department.

2. **Purpose:**

   2.1. The purpose of this procedure is to provide staff assigned to the Department's Central Office, guidelines for their personal safety during normal business hours and when working alone during evening hours or weekends.

3. **Applicability/Accessibility**

   3.1. Anyone may have access to this procedure.

4. **Procedure**

   4.1. Staff assigned to the Department's Central Office can each institute preventative measures at the workplace, which will reduce the risk to their personal safety as well as prevent the loss or damage to state property.

   4.2. **<u>EMPLOYEE IDENTIFICATION</u>**

   4.2.1 All employees assigned to the Department's Central Office will be issued an identification card, which shall contain, at a minimum, the following: a photograph of the employee, the employee's name, (printed and signed) and an authorizing signature. The identification will be worn by the employee whenever he/she is on duty, visiting correctional facilities or field offices.

4.3. SAFETY PRACTICES

4.3.1 Offices:

4.3.1.1 Employees who have offices assigned to them should maintain an awareness of all items in their personal work area. If necessary, create an inventory of those items considered to be V valuable. Employees should be selective in choosing items kept in their offices, particularly those kept on a desk. Office keys should never be accessible to anyone other than the person to whom the office is assigned. Lost or broken office keys should be reported to the Security and Supervision Unit for replacement. Keys should also be turned in whenever employee turnover occurs. All offices should be locked at the end of the business day to prevent theft of personal and/or state property. In addition, the following suggestions should be given serious consideration:

4.3.1.1.1 Wherever possible, ensure that office furniture is arranged in such a way to permit easy access to the door. There should be no barriers that might interfere with an attempt to escape from hostile situations, fires, etc.

4.3.1.1.2 All file cabinets should be locked at the end of the day to protect sensitive documents.

4.3.1.1.3 Staff should be fully informed as to the location of fire exists.

4.3.1.1.4 Emergency telephone numbers should be readily available.

4.3.1.1.5 Office and common area windows should be closed, and, if possible locked, at the end of the normal business day.

4.3.1.1.6 All exteriors doors, except for the main entrance, should be closed and locked at all times.

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4.4. EXTENDED WORK DAY I WEEKENDS

4.4.1 Employees who wish to work an extended workday or on weekends, may find that they are the only presence in Central Office. For the personal safety of all staffs, the following suggestions are provided:

4.4.1.1 Park your vehicle as near as possible to the entrance to the building on weekends. If working an extended workday, move your vehicle closer to the building entrance before darkness.

4.4.1.2 If working alone, you may wish to notify someone (spouse, parent, etc.), of your location and estimated departure time. A schedule of telephone checks can also be established.

4.4.1.3 Work in your office with the door closed and locked. If you are not assigned an office and wish to work an extended day or weekend, request the use of an office.

4.4.1.4 In the event you encounter a patient from VSH who has given you reason for concern, call 241-1000 for assistance. Encounters with persons other than patients which warrant assistance, may be referred to 911, which will bring a local law enforcement response.

4.5. <u>BOMB THREATS</u>

4.5 Pursuant to the Agency of Administrations Rules and Regulations, each state building is required to establish written procedures for the handling of bomb threats. In the event that a bomb threat is received either telephonically or in written form, comply with the following protocol:

4.5.1 If you are the recipient of a telephone bomb threat, use the attached BOMB THREAT checklist to process the call.

4.5.2 When the caller hangs up, immediately dial 911 and report that you have received a bomb threat.

4.5.3 Access *69 and obtain the telephone number from where the call originated.

4.5.4 Contact the BOMB THREAT MANAGER at 241-2390, Chief, Emergency Services. In his absence, contact the Assistant Director, Security and Supervision, 241-2278.

4.5.5 The Bomb Threat Manager, in consultation with the Commissioner of Corrections/designee, will make determinations as outlined in the attached Agency of Administration Bulletin as to further, action.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

8.1.

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9. Responsible Director and Draft Participants

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