



Building Security Policy and Procedure

Policy Statement

The Town of St. Albans recognizes its responsibility to provide staff, volunteers, contractors, sub-contractors, vendors, and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe, everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be.

The principal objective is to ensure that unwanted people who would seek to cause harm to individuals or property are stopped from entering the staff office area of the building.

Normal Working Hours (Monday – Friday 8:00 am – 4:00 pm)

- The main access to Town Hall for visitors is through the glass vestibule entrance doors which lead into the lobby.
- No visitors shall be allowed to access the building from the rear, lakeside lobby, breakroom, or staff access doors. These doors remain locked at all times.
- The door that leads into the employee hallway from the lobby will remain locked at all times. Entry permission must be granted by a Town employee within the department.

Procedure

- The visitor will be granted access by calling the department they wish to visit on the phone located next to the locked door.
- The locked door will be released by an employee from their desk.
- Visitors met at the locked door will be asked which department they are visiting and the name of the employee they are meeting prior to be granted access.
- No one should allow visitors, of whom they are unfamiliar, access through any secured, locked doors without first checking their identity and purpose.
- Locked doors will not be propped open. This also applies to all emergency exit doors.

Outside Normal Working Hours

- The main access to Town Hall for visitors shall be through the main vestibule entrance doors into the main lobby area.
- The lobby, restrooms, and two meeting rooms remain open to the public during office hours.
- All secured doors shall be kept secure, so that access is only via a security FOB or key. No doors leading to the private areas of the building shall be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.

Security of Equipment and Possessions

- No equipment such as laptops, tablets, projectors shall be left unattended. Those who book or are assigned such equipment are responsible for its security, condition, and safe return.
- Personal possessions are the responsibility of the individual. If a staff member, volunteer, visitor, etc. bring an item of value into the office they must ensure that it is appropriately stored in a safe place. The office is not responsible for personal possessions that go missing.
- Any thefts or losses must be reported immediately to the Town Manager or Executive Assistant and to the police if appropriate.
- On leaving the office, all filing cabinets holding sensitive information/material must be locked and keys stored in a secure location. All internal doors shall be locked and windows checked.
- Laptops will be secured with a cable lock or in a locked drawer when not in use.