

Security at the Catholic Pastoral Centre (CPC)

Policy No. 228

Policy Statement: Adherence to the measures outlined in this policy is required by all employees and tenants of the Catholic Pastoral Centre, and by external groups who have approval to use this facility

Intent of Policy: The CPC is the home of the administrative and pastoral offices for the archdiocese. The safety and security of our employees and visitors are important. This protocol outlines the policies for security at the CPC.

Procedure: **Security System**

- a) The CPC has a security alarm that is monitored by Telsco Security. Each employee at the CPC is given their own unique code for access. The codes are arranged with Telsco through the Office of the Financial Administrator.
- b) There are charges for false alarms, for sending security guards or for sending the police in the cases of false alarms. The due care and attention of all employees regarding the security system is appreciated.
- c) The building is divided into four areas, each with its own keypad access:
 - Chancery area, including the Archives
 - Pastoral Services area which includes rooms 26, 30, the assembly hall and Foundation offices
 - Canonical Services/Tribunal area
 - WCR area

All keypads are located at the south entrances to the building.

- d) On workdays, the CPC is disarmed between the hours of 7:00 am and 5:00 pm. If an employee arrives before 7:00 am, please access the CPC via the south doors that open to your respective area. Ensure that the alarm is off for your area before you proceed into the offices.
- e) On weekends and holidays, the security system will be on. Please ensure that the security system is off before proceeding into the offices.
- f) During workdays after 4:30 pm and on weekends and holidays, if you are the last person to depart your area, do

a quick scan of your area to ensure all lights are off, all windows are securely closed and locked, all doors are closed, all coffee pots are off, and all valuables are locked away. Activate the security system and leave the premises via the south doors.

External Doors

All external doors are to remain closed and locked at all times, except the main front entry door. During workdays, the main front entry door will be open from 8:30 am to 4:30 pm.

Events

For all scheduled Archdiocesan events at the CPC that occur outside of regular work hours, an employee is to be responsible for security. When an employee enters the building, check the status of the security system. If required, deactivate. After arrival and before the event begins, do a perimeter check of the area. Ensure that all doors that lead to other areas of the building are locked. Consider positioning a greeter close to the door of visitors' entry to greet the visitors and assist with security. During the event, all exterior doors are to remain locked. After the event, do a quick scan of your area to ensure that all people have exited, all lights are off, all windows are securely closed and locked, all doors are closed, all coffee pots are off, and all valuables are locked away. Activate the security system and leave the premises via the south doors.

Unauthorized personnel

If you encounter anyone in the building who appears not to belong, inquire why they are here. If they indicate that they are here to meet another employee and that person is not in the building, ask them to wait in the reception area, if the offices are open; or outside otherwise, with the door locked, until the person they are waiting for arrives. If there are extenuating circumstances such as bad weather, and you feel comfortable, you can invite the person to wait quietly in an area that you can monitor. If the person refuses to leave, do not forcibly evict them but let them know that they are illegally in the building, and that security will be called. Immediately call Telsco and/or the police and advise them of the situation.