

Hamden Police Department General Orders

Policy Number: 028-019

Effective Date: December 10, 2015

Section: Patrol

Rescinds:

Title: Hamden Public School
Building Access

Approved By: Police Commission
Approval Date: December 9, 2015

PURPOSE

To establish guidelines in accessing all Hamden Board of Education Buildings using the issued access card and/or key FOB.

POLICY

The Hamden Board of Education access card/key FOB will only be used in the performance of an officer's official duties. The Hamden Board of Education card/key FOB will not be used for **ANY** personal business on or off duty.

DEFINITIONS

FOB : A key fob is a type of security token. It is a small hardware device with built-in authentication mechanisms. The mechanisms in the key fob control access to network services and information

CFS: Call For Service

PROCEDURE

- A. In the event of an emergency and/or a duress alarm the Hamden Public School access card/FOB will be used to gain access to the Hamden Public School building(s). Officers may use any door that has an access pad to expedite the response to the exact location of the emergency.
- B. During a non-emergency/ "routine call", an officer may use the Hamden Public School access/card key FOB to gain access to the building. Officers will contact personnel affiliated with the school/facility before entry.

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- C. If an officer's Hamden Board of Education access card/key FOB is lost or stolen the officer will report it to his/her immediate supervisor. A CFS number will be taken and a report will be completed by the officer.

- D. The officer's immediate Supervisor will contact the Hamden Board of Education Facilities Director to report that the Hamden Board of Education access card/key FOB was lost/stolen. Communications will maintain the Hamden Board of Education facilities director's name on the Hamden Board of Education personnel approved list for Duress Alarms.

- E. The Hamden Board of Education access card/key FOB accesses the following buildings:
 - 1. Alice Peck School
 - 2. Bear Path School
 - 3. Shepherd Glen School
 - 4. Hamden Middle School
 - 5. Spring Glen School
 - 6. Helen Street School
 - 7. West Woods School
 - 8. Hamden High School
 - 9. Church Street School
 - 10. Dunbar Hill School
 - 11. Hamden Collaborative Learning Center
 - 12. Hamden Board of Education building