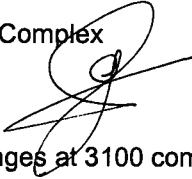


Greg Cunningham
Chief of Police

To: HCC Community at 3100 Main Complex
From: G. Cunningham Chief of Police
Date: 10/17/2012



Re: Security Protocol and staff changes at 3100 complex

All,
Monday, October 22 we will be deploying new security staff throughout the 3100 Main complex. The security contractor (Allied Barton) will take on responsibility for patrolling the 3100 Main complex and staffing the reception desks on floors 1, 2, 4, 11 and 12.

We held meetings last week with key staff from those floors to talk about the impact of this change and we have developed the following procedures that everyone needs to know:

HCC employees

- All employees who work in the 3100 Main complex will need to wear their badges while in the facility.
- If your job requires you to move around the building to conduct business on several floors:
 1. **Test your badge** to ensure you have access to the floors where you do business.
 2. If you need additional access ask your **Department Head** to send an email requesting the access you need to savannah.oliver1@hccs.edu and we can enable the access you need.

HCC Employee from outside 3100 Main

If you are an HCC employee and work at the colleges but still need to come to 3100 Main regularly you should:

- **Test your badge** to ensure you have access to the floors where you do business.
- If you need additional access ask your **Department Head** to send an email requesting the access you need to savannah.oliver1@hccs.edu and we can enable the access you need.

Presidents, COOs and faculty who serve on committees are examples of these types of employees.

If you visit 3100 Main once in a blue moon ... just check in at the reception desk on the floor you are visiting with your HCC ID and the Security Officer will call the person you are visiting, who will come to the lobby and meet you.

Meetings at 3100 Main:

When a meeting is scheduled at 3100 Main, the host will book a room conducive to the event and notify the Security Officer on that floor of the event. If the meeting location is outside the card read doors, visitors can go directly to the meetings. If the event is inside the card read doors, the HCC staff can go directly to the meeting if they have access. Without access the HCC staff will check in (with their HCC ID) at the desk and the Security Officer will call your host, who will meet you in the lobby.

Non HCC Visitors

When you have non HCC visitors, they will be **required to check in at the reception desk** on your floor. They will need to **provide a government ID card (TDL, Passport etc)** and be recorded as a visitor on the floor. The Security Officer will issue them a visitor badge with their name, the host's name and the date. The Security Officer will then call their host, who will meet the visitor in the lobby.



When Visitors leave the facility they should *return their visitor badge to the security person* so we can log them off the floor upon their departure.

All HCC staff should be wearing their badge and visitors should be wearing their visitor badges. If you encounter someone who is not badged, ask if you can help them, or if you are not comfortable doing that **call security at 8-8888** and we will ask for you.

Employees who forget their HCC ID badges:

If you forget your badge:

- *Work at 3100 Main and forgot your badge*
You will need to present your government ID and the Security Officer can issue you one of five temporary employee IDs that will be on each floor. The badge will grant you access only to your home floor. You will need to sign in on other floors as any HCC visitor without access when moving to other floors.
- *Work for HCC but do not work at 3100 and forgot your badge*
You will need to present your government ID and sign in as a visitor while at 3100

While we are sure special situations will arise as we roll this program out, I can assure you we will do everything we can to support your special needs. We are asking that you *host your visitors* and escort them from the lobby to your office or meeting space. HCC employees are always welcome and can move freely once they are escorted through the card read doors.

Our Security Contractor *does not know who should be permitted* free access; therefore we are directing them **not to buzz people in on your floor.**

HCC Employees who bring visitors into the building:

If you are entering the building with a friend, family member or a business associate, you will be required to stop at the reception desk and *sign your visitor in* and get a visitor badge for them. Please do not just use your access card to bring people on to the floor without logging them in as visitors.