

## 410-470 CAPITOL AVENUE ...

As part of continued efforts to improve security and provide a safe and secure work environment for both our staff and visitors, RM Bradley and Murphy Security will continually focus on efforts to enforce the state's existing security policies and procedures.

### Policies:

- All employees must have an official state issued photo ID badge visibly displayed at all times when entering and moving throughout the 410-470 complex. **No exceptions.**
- If for any reason an employee does not have their photo ID badge available upon entering the complex, the employee must see a member of the security staff and produce a valid photo ID and sign in as a visitor.
- Any employee that does not have or has lost their photo ID badge must contact Human Resources to arrange for a replacement ID to be issued.

### Security is everyone's responsibility:

- Do not prop open any interior or exterior security doors.
- Do not allow anyone to follow you through a security door unless you are certain they belong in the building.
- Be sure that security doors close completely behind you. It only takes a few seconds to pause when leaving or entering to ensure that the door has closed.
- When expecting visitors, email [capavesecurity@rmbradley.com](mailto:capavesecurity@rmbradley.com) with the date, time, and location of the meeting as well as the first and last names of visitors in advance of the scheduled meeting.
- Notify security staff immediately of any suspicious activity in the building they may be reached by calling 860-418-6075.

For security to be effective, we must work together to ensure that all building occupants recognize the importance of following and adhering to established security procedures. Thank you for your anticipated cooperation on this important matter.