

## **SECTION 5 – BC TRANSIT FACILITY ACCESS SECURITY POLICY**

### **5.1 BC TRANSIT FACILITY**

The scope and purpose of this policy is to safeguard the well being of all BC Transit personnel and property.

The BC Transit facility and its grounds are closed to the public at all times except for business conducted through the Administrative offices during their normal hours of operation.

At any such time the Administrative offices are closed no unauthorized person(s) shall gain access to the property or the buildings located at 413 Old Mill Road at any time.

There are no exceptions.

An authorized person is one who currently is employed by BC Transit and is on-duty, on-call, or otherwise has a legitimate gainful purpose to be here.

Additionally, vendor representatives, delivery services, or other contracted entities with legitimate business to conduct on the premises are considered authorized when granted appropriate access at appropriate times. Unsolicited sales calls are not considered authorized.

If on-duty personnel become aware of or are approached by any unauthorized person(s) on the property they are hereby directed to immediately:

- Make clear notification to the person(s) that they must leave the property.
- Notify the first on-duty or on-call supervisor available.

In the event the person(s) in question appears belligerent, threatening, or non-responsive to legitimate direction to leave the facility and its grounds, Broome Security, Vestal Police, Broome County Sheriff, NYS Troopers, or 911 may be contacted at any time to alert authorities of a need for immediate assistance.

On-duty maintenance personnel are further directed to secure the building except for the driver's entry door during any evening, weekend or holiday operations that leave the property unattended by maintenance personnel for any period of time.