

**Catholic Charities Diocese of Palm Beach, Inc.**  
**Policy and Procedures Manual**

**POLICY AND PROCEDURES MANUAL**

No. of Policy 5011

**SUBJECT:** BUILDING SAFETY AND SECURITY

**POLICY:** The organization follows anti-crime procedures to ensure that all buildings, grounds, and facilities are safe and secure for persons served and personnel.

**PROCEDURES:**

- 1) Personnel must monitor each program entrance and keep any other access doors not constantly monitored during business hours locked.
- 2) When personnel leave, lock all doors, and activate any alarm systems.
- 3) On a monthly basis, conduct safety inspections and preventative maintenance and address any safety issues immediately. Submit copies of Safety Inspections to Division Directors

**AUTHORIZED DATE:** 06/25/09

**REVISED DATE:**