



Building Access

The Sea Turtle Preservation Society (STPS) is committed to providing a safe and secure environment to enhance the personal safety of all members and guests of our organization while protecting the property and privacy of STPS. Safety is best achieved when members of STPS work together to promote a safe environment. The purpose of this policy is to establish the principles for authorizing, monitoring, and controlling access to STPS facilities.

Building Access:

- To support the STPS mission, facilities shall be available during posted hours to the public, and after-hours access shall be limited to those board-approved individuals conducting STPS business.
- Safety guidelines for after-hours access will be provided to the approved individuals when keys are issued.

External Security:

- Facility keys and recordkeeping will be the responsibility of the Turtle House manager.
- Keys to the facilities will be issued to those with demonstrated needs (after board-approval has been given):
 - When keys are issued, each recipient shall complete a 'Key Acceptance Form' which stipulates:
 - All keys are the property of STPS and must be surrendered on demand.
 - Keys will be retained for STPS use only.
 - All keys must state "Do not Duplicate" and will not be duplicated or provided to others without following proper procedure.
 - In the event someone loses a key, they must immediately report it to the Chairman of the Board, and they may be requested to pay for a replacement key.
- The facility must periodically be rekeyed, based on board recommendations. If keys are not surrendered upon request, this will trigger a rekeying event.
- STPS will continue to research new technologies that offer safer, more effective security options.

Internal Security:

- Cameras should be utilized to ensure internal security.
- Only board-identified personnel shall have access to the video feeds and event recordings.



- Anyone entering STPS facilities after hours shall complete a log indicating the following:
 - Name
 - Time in / out
 - Reason for entering facility after hours
- Locks for cabinets may be installed with board approval to maintain inventory and materials securely.

Security Breach:

- If there is a security breach, the appropriate authorities shall be notified immediately along with the Chairman of the Board (stpschair@seaturtlespacecoast.org).

Records:

- STPS retains the right to video and audio record members and guests entering all STPS facilities.
- STPS retains the right to maintain security records of access to all STPS facilities.