Community Center Security KurtNelsonComment\_2022-03-18

March 18, 2022 @ 11:30 Kurt Nelson wrote

At the last meeting I heard something about keys to the office and re-keying of the building(?).

Maybe it's too late for me to comment, but I was in security for 18 years working for Sentry Insurance (that big wierd building along the highway by Stevens Point) and I did a lot of work in key management and such.

The best key structure is to have levels of keys. For instance we had a Custodial type that would open the custodial closets and such, Mechanical type, Electrical type, then sub-masters like the Mechanical Master (which would open most everything excluding executive offices, theater, restaurant, etc.), Also the Grand Master, which is what security carried. All the same blanks (Sargent), but the Grand Master for instance had the most amount of metal on the key, so a mechanical master couldn't be filed down to a Grand Master (you'd need to add metal to do that).

Most of this isn't important but from a security perspective for the Town, but I believe the following to be a couple items you may want to consider.........

First, and I brought this up years ago when the town officially decided to leave the building unlocked 24/7, do not leave all the doors unlocked 24/7, rather just the front door. When I tried to make this point years ago during the discussion on the subject, I was shot down by those thinking I was opposed to have the building accessible 24/7. I am 100% behind having the building accessible always and hopefully forever. Having one access point will help to assure this. Judy and others can have a key to access the back doors and side entrance if they feel they need it.

Second. A key sign out sheet is absolutely mandatory. When issued a key, they sign a document that outlines the responsibility they are undertaking. It states that they must notify you if the key is lost of stolen, that it is not to be loaned out, etc.

Third, consider a low level key if there are deliveries and such. Sentry had a couple deliveries that took place at odd hours, and the key they were issued only opened the outside set of doors of a foyer, not the inside set that accessed the building's broader interior. In our case, I could see something like the closets the knitting group and such need access to as being one such item. They can secure their stuff and their key won't open entry doors, the office, electric rooms etc. Ditto on any other doors like the library or it's storage room. Of course the Master key would fit them all.

Anyway, I mostly wanted to get my thoughts to you on the front door access and the locking of other entry points. The threat to public access will come from some vandalism event from bored summer resident teens. One theft or spray event can spoil it all. If security issues heighten, a camera could be placed within the front entry, or skip the camera and just put a sign up by the front entrance that says "security cameras in use on this property".

Anyhow, just my $.02US worth – Kurt

On Fri, Mar 18, 2022, 11:35 AM tobchair <tobchair@cornywi.org> wrote:

Thank you Kurt and would like to discuss more. At this point the only action we took was re-keying the town office door. I agree we can do more.

On Fri, Mar 18, 2022, 11:41 AM

Cool. Do consider limiting public access to the front of the building. It's not that big of an inconvenience and it might secure public access into the future.

Also, a sign out for for key issues and recordkeeping......