

Statewide Security Management Council
Minutes of Meeting
Thursday, June 19, 2014 at 10:30 AM

In Attendance:

Name	Title	Department
Donald DeFronzo	Commissioner	DAS
Martin Anderson	Deputy Commissioner	DAS/Central Administration
Patrick O'Brien	Asst Director Asset Management	OPM
Glenn Terlecki	President	CT Police & Fire Union
Walter Lee	Chief	State Capitol Police
Doug Moore	Director of Facilities Management	DAS
Ray Philbrick	Director of Safety & Security	DAS
Jeffrey Beckham	Staff Counsel/Director of Communications	DAS

Meeting Agenda

- Welcome and Opening Remarks

Commissioner Donald DeFronzo began the meeting by welcoming everyone. Commissioner DeFronzo explained to everyone that the purpose of this meeting is held to primarily share and disperse information. Commissioner DeFronzo indicated that since there was a period when the agency had not been conducting these meetings on a regular basis, he would like the Council to at least meet periodically. A lot continues to happen with various agencies noted Commissioner DeFronzo. There are some changes going on at the LOB which may have some affect on the other State agencies. DAS is working on its own active shooter response planning process. Commissioner DeFronzo then requested an attendance call and everyone introduced him/herself.

1. Workplace Violence Electronic On-Line Reporting System – Update

- Ray Philbrick reported that as of January of this year the on-line Reporting System up and running. Initially only 19% of the agencies were using this on-line Reporting System but through the efforts of his staff, mainly Ken Morales, who was instrumental in making personal contacts with each agency, we are now up to 85% of the agencies that have accessed the system. We will continue to pursue 100% participation. The purpose in gathering information is primarily to get statistical data on any workplace violence incidences. Except for a few minor adjustments, Ray feels this system is progressing well and with some additional assistance and support from BEST, we should be able to keep this system moving forward.
- Commissioner DeFronzo asked if there were any questions on what Ray Philbrick reported. None were asked.

2. Active Shooter Response Planning – Update

Policy & Procedures

- Ray Philbrick reported that since the last meeting, the Statewide Security Unit has put together two (2) separate documents related to our active shooter response planning initiative. The two documents were passed around to all meeting members. The first document, "Policy and

Procedures” (draft), is intended for distribution to the various agency heads. The second document, “Guidelines for Personnel, Active Shooter Situations” (draft), is more general and would be for release to all employees. Ray Philbrick asked that the meeting members, particularly the law enforcement members, take a look at this guideline to make sure his office is providing general information to the employee population, without of course talking about tactics or anything of that nature that should remain confidential. Ray would like to make both of these documents available in the near future and asked Council members to review the documents and respond back with any comments they may have so that DAS/Statewide Security could continue moving forward with its overall plan.

Training Program

- Ray Philbrick discussed the FEMA active shooter program that is on-line which, is a web-based program. Individuals can go on line and see a video and a written presentation, and at the end you get a certificate confirming that you completed the program. One thought is to have everybody take the program and be required to have certification they completed the course. Ray reported that Peggy Zabawar, DAS’s Training Liaison, is working closely with the Charter Oak Consortia, and they are putting together a more in-depth program for on-line training that will include the State Police as well. Ray Philbrick does not believe that this more in-depth program will be available until sometime in 2015 and noted that one option would be to start with the FEMA program and then eventually migrate into the more in-depth training when it becomes available.
 - Commissioner DeFronzo suggested to Ray Philbrick that Statewide Security follow this up with an email to law enforcement members and give them the draft documents and ask them to follow up with comments. Then after any changes are incorporated we can begin rolling out our program in a coordinated manner so as to ensure that agencies receive the training materials as well as our supporting documents within a close timeframe of one another. Commissioner DeFronzo pointed out that DAS does have policies on this already but they are antiquated and do not reflect the most recent thinking – the new documents are much better and will help both the agencies and individual employees out.
 - Martin Anderson mentioned that he noticed that there is sometimes employee confusion out there when we’ve had a lockdown (at least the closest we had to a lockdown), and there were people still trying to leave the building. It shows that we need to make sure the vocabulary is straight forward as to what a lockdown means.
3. Deployment and Use of Metal Detectors at the State Capitol and LOB – Update from Chief Lee
- Commissioner DeFronzo commented that if you have been over to the Capitol lately you would notice construction going on. Chief Walter Lee explained that this process started about 15 years ago with a study in 1999 on security there in the buildings. At that time there was a police force, and only a few cameras and monitors to monitor what was going on there. The study resulted in recommendations; most of the recommendations went into effect in the years after when the Capitol Police started to increase the size of its department. There is now a great deal more security technology deployed on the complex. Security technicians were hired and parking controls were put up in the garage before you drive in. The final big sticking piece said Chief Lee is that his office wanted weapons detection systems in the building. Finally after years of pushing for this system they got approval last December. The first thing Chief Lee and his staff did was put up signs with the “no weapons allowed” literature so that once it’s

enforced there can be no “I did not know” from anyone. He and a number of his officers were asked to go to a few State Capitols (Providence, Albany, Trenton and Boston) that are utilizing these types of systems. Chief Lee pointed out that many have been using this technology for years. Chief Lee and his team went up to Albany, and found they have the best of all this equipment, and Chief Lee and his team came back with some good ideas.

- Chief Lee said they are now getting towards the end of the project and are hoping next month everything will be completed and then his team will have time to test it. Once the system is up and running Chief Lee said there will be a press release going out to members of the public and the state agencies. Chief Lee’s team has conducted about 25 training sessions for their employees and for people from other State agencies (agency liaisons) who wanted to attend so they could see how this would affect them getting into the building.
- As for what changes are happening at the buildings right now, commented Chief Lee, is that there will be two public entrances on the entire complex at both west sides of the buildings, which means the Capitol west (which faces the LOB) and the LOB west (which faces the Armory). The other entrances will remain open but will be for staff only and those entrances will no longer be manned but instead have mantrap vestibules – once one door closes behind you the other one will open and let you in. Staff will be required to have an access ID badge. There is technology that will read whether you are in there by yourself or not; if you are there with another person it will not let you in and an officer will be sent over. At the public entrances, there will be metal detectors and package scanners. There will be turnstiles and those will be for the employees only, so employees don’t have to wait in line. The public entrances technology will be the same at the staff entrances.
- Doug Moore asked Chief Lee why are they having staff exempt from going through metal detectors? Chief Lee explained that his plan was to have everybody to have to go through metal detectors but they would have had to hire additional staff.
- Commissioner DeFronzo asked if there will be any female security technicians and Chief Lee answered that yes, there will be a female technician at each location. Chief Lee explained again that at the staff entrances there will not be anyone manning those entrances.
- Martin Anderson asked if someone like him would be considered “public” (using the public entrance) and Chief Lee said yes.
- Chief Lee reported that the other changes happening at the Capitol and LOB buildings are at the mail receiving and loading docks. There are set delivery hours now and these areas will also be manned by security technicians and have officers who will be manning the metal and package detectors. The delivery people, i.e UPS, will have to check in at the loading dock. The mail room will now be delivering the packages directly to staff. Mail for the mail room will also be scanned before it is brought to the mail room.
- Doug Moore asked what would happen if say Commissioner DeFronzo is called and told he needs to get over to the Capitol right away, does he have to wait in line at the “public” entrance? Chief Lee explained that in that situation a staff member would come up and identify the Commissioner and get him fast tracked in. Chief Lee noted, in answer to Doug Moore who was concerned about when times are hectic at

the Capitol (like during public hearings), that there are the portable detectors if need be (to bring to one of the side doors that could be opened).

- Glenn Terlecki asked what happens when a law enforcement member needs to enter the building. Chief Lee answered that the same kind of letters that went out to the Police Chief's Association, will be going out to all agencies telling them of the same plan (as explained about the Commissioner entering the buildings).
- Martin Anderson asked Chief Lee if their HR is aware of who has a badge, for instances like if they retire. Chief Lee answered that his office has all that information, his office is in contact with the Governor's office and they have assigned liaisons. If someone leaves, their badge is deactivated immediately.
- Chief Lee said the last piece of this security system is that they are also adding a canine that will be on site.
- Commissioner DeFronzo commented that a few agencies have inquired about metal detectors and that the Capitol and LOB'S new equipment may spur some interest from other agencies.
- Ray Philbrick noted incidents that occurred at an agency, where contract security guards are used to wand people. There was a recent case where an individual that had been wanded, was later found to have a knife. Ray feels this highlights the level of training needed for staff like security guards to perform these functions is currently inadequate whereas police officers would have more training, field experience and "street sense". All personnel performing these types of functions have to necessarily be highly trained and closely supervised to ensure the integrity of the process, commented Ray Philbrick.

Commissioner DeFronzo asked if there were any more comments. None were offered.

4. Open Discussion:

- Eric Terlecki reported that police officers over at the Department of Mental Health and Addiction Services (DMHAS) are going to be issued firearms and be able to carry firearms (for the first time in history) and whether it be at the main campus of CVH Whiting Forensics or at the Bridgeport, New Haven or Hartford satellites, all the officers will be armed 24/7 in areas where there are no patient care; primarily it will be at their outside patrol and in certain designated buildings where there is no patient contact. Eric commented that the union has been able to work very good together with Chief Aleksunes (DMHAS) at negotiating certain policies, and he is hoping it will be implemented by July 1st.
- Martin Anderson inquired if the police officers have to go through any certification. Eric responded that all the police officers are fully certified and fully trained and that they go through training once a year and that the weapons piece has been incorporated into the training, with active shooter scenarios and there have been some policies that have been revised.
- There are lock boxes being installed in all of the patrol cars as well as designated areas at all the buildings where the police officers reside, reported Eric. Hoping for July 1st to have everything up and running. Martin Anderson asked Erick about the officers doing patrol and using our State fleet vehicles, have they contacted the DAS Fleet Director for anything that has to be done in terms of locking mechanisms in the

trunk of the car? Eric is not sure how the lock boxes have been installed but understands most of the lock boxes have been installed.

- Ray Philbrick asked for Erick Terlecki or Chief Lee's thoughts about the officers that respond, on request, from Middletown to Solnit South, DCF, and the fact that DCF has had issues in the past where they don't like to see armed officers, they don't like when armed officers show up around kids. Erick Terlecki responded that that is being incorporated into the policies where areas that were designated outside of the buildings, if there are situations they need to be armed, but in the building and through the entry way there are no weapons – they will have to secure their weapon and lock it up in the trunk. Ray Philbrick was glad to hear someone was aware and that DMHAS and DCF were collaborating on this issue.

Commissioner DeFronzo asked if there were any other comments.

Ray Philbrick addressed to Council members that if you have anything else you would like discussed as part of these meetings, please share with him and he will add it to the agenda.

In regards to the workplace violence on-line system, Martin Anderson asked Ray Philbrick if he could bring to a future meeting some type of summary, statistics, for the types of events DAS will be collecting, such as, "employee to employee", "citizen to employee", those types of things, and bring some general statistics. Ray Philbrick replied that he will.

Commissioner DeFronzo thanked everyone for coming.

Next meeting is tentatively scheduled for December 4, 2014.

Minutes by: Linda Dutkiewicz