

Statewide Security Management Council

Meeting Minutes

Meeting Date: November 20, 2013

Meeting Location: State Office Building, 165 Capitol Avenue – Room 532, Hartford, CT

Meeting Schedule Start Time: 10:00 a.m.

Meeting Actual Start Time: 10:08 a.m.

Attendance

Name	Title	Department
Donald DeFronzo	Commissioner	DAS
Marcia Aleksunes	Chief, Division of Safety	DMHAS
Andy Matthews	President	CT State Police Union
Kenneth Morales	Statewide Security	DAS
Patrick O'Brien	Asst Director Asset Management	OPM
Glenn Terlecki	President	CT Police & Fire Union
Eric Connery	Director of Facilities	Legislative Management
Alaric Fox	Major	DESPP
Walter Lee	Chief	State Capitol Police
Doug Moore	Director of Facilities Management	DAS
Don Ouillette	Assistant Director Project Mgmt	DCS
Ray Philbrick	Director of Safety & Security	DAS
Joe Cassidy	Acting State Building Inspector	DCS
Jonathan Sylvester	Sergeant – retired	State Capitol Police
Joseph Biela	Sergeant – retired	CT State Police Union
Jeremy Powell	State Trooper - retired	CT State Police Union

Meeting Agenda

- **Welcome and Opening remarks**

- Commissioner Donald DeFronzo opened the meeting welcoming everyone, noting that this is the third meeting for this Statewide Security Management Council since he became Commissioner and a lot continues to be happening locally and nationally with violence in the workplace incidences. The Commissioner mentioned that DAS has put forth efforts to outline strategies, policies and practices to better prepare state agencies, and today he would like to provide an update on a few things that have already been initiated.
- Commissioner DeFronzo indicated that DAS continues to take these issues very seriously, and mostly all of the attendees are law enforcement and familiar with the wide range of activities going on in state workplaces, from white powder incidences to unwanted persons in the workplace. Many security suggestions have been coming in to the agency and DAS would like to get your input today and also provide an update.
- Commissioner DeFronzo asked all in attendance to introduce him/herself, and made the group aware that these meetings will continue to be conducted informally, and DAS always encourages comments and feedback.

1. Workplace Violence Electronic On-Line Reporting System

- First order of business, Commissioner DeFronzo introduced speaker Raymond Philbrick the DAS Director of Safety and Security, and Kenneth Morales, also from Statewide Security, who gave a presentation on the new Workplace Violence Reporting System which is an electronic means of reporting any type of workplace incidence at a state agency.
- Ray Philbrick explained that the old system was somewhat flawed in the collection of certain data which prompted DAS to create a new on-line reporting system in Biznet. Ray explained that to date, 59 state agencies are registered on-line and all but three have an HR Professional who has assigned access to report their agencies information. Nine state agencies have submitted their incidences to date, DOC the largest reporter thus far, and DAS is contacting the other 50 state agencies to remind them of the reporting requirement.
- A checklist is handed out to Human Resources offices every year and their agency head must sign off on this checklist that everything has been reported by their agency. Agencies have until Jan 31, 2014 to report on any information from their agencies from 2013.
- Ken Morales' presentation demonstrated the user-friendly system, explaining the generic information that is to be filled out per incidence, noting that names are not collected. What is required is the location of incidence, whether the State Police were involved, weapons used, or if there were any injuries. Unusual activity is what should be reported on, and not the incidences that occur on the job every day. Summary reports can be generated from this system for statistical information, and DAS Legal staff will possibly be utilizing this feature for legislative reporting. Agencies have not reported any trouble with the system.
- Commissioner DeFronzo feels that a greater effort should be made to get this information from the 50 state agencies that have not yet responded, and noted that is great progress since we did not have this system a year ago.

2. State Police in State Facilities

- Commissioner DeFronzo indicated that the last time the Council met one topic discussed was the need to devise a better strategy to ensure quick responses from the State Police since they do have jurisdiction in the state-owned and leased facilities. Ray Philbrick has identified instances where the response was not sufficient from local police and the definite need for better coordination.
- Following the last meeting, Commissioner Bradford from DESPP corresponded with Commissioner DeFronzo and came to an agreement on protocol which has been established between the two agencies, and a policy was promulgated. Issues have come up regarding certain responsibilities on the local level, an example given in a Middletown field office, but issues are being addressed as they arise. Without any regard to the service, the policy is that the state police have jurisdiction. The roll-out will be slow considering the amount of facilities and high volume centers where some type of police presence is necessary at all times.
- Major Alaric Fox indicated that it has been a long standing practice that state police personnel take primary policing jurisdiction at state facilities that do not have their own police departments. Major Fox explained that he is not speaking about the Capitol Police, Supreme Court Police, DMHAS or UConn Police but traditionally when an event has exceeded immediate available resources, the State police have even assisted at these facilities. This system has worked well for many years. To be very clear the priority is if

there is an emergency, it is addressed. Reminder, under 4b-132 and under the policy that is in draft form now, the state police is more than ready to satisfy all the policing needs at the state facilities. Fox also confirmed that State Police management and the CT State Police Union are in concurrence on this.

- CT State Police Union President Andy Matthews was thankful for being included in this meeting and confirmed that the State Police's position is to provide the best quality service at the state facilities, assuring that if there is one trooper on the job, the backup will not be lacking. They are online and radio at all times. The protocol is that state police will work cooperatively with local police with no break in response time.

3. Active Shooter Response Planning Policy & Procedures

- Commissioner DeFronzo indicated that agencies raise the concern and need to have a procedure in place for an active shooter response drill. Ray Philbrick and Ken Morales reviewed the draft policy and procedure modules Statewide Security has been preparing, indicating that DAS will be making this available to all of the state agencies, making the policy generic, which will allow agencies to take the plan and modify it to meet the needs of their own building(s). Ray thanked Chief Walter Lee and staff from the State Police who have been very helpful in assisting DAS with ideas to put this program together.

Training Module

- Ken Morales' slide presentation training piece that again is in draft form, mentioned there are hundreds of active shooter presentations and instructions for emergency evacuations – DAS is outlining the necessary steps to take – then this will roll-out to all state agencies.
- Ken's presentation displayed some graphic active shooter situations that have occurred in the US, the incident at the U.S. Capitol in 1998 as one example. The training will explain how an employee should have a survival mindset, how to be mentally and physically prepared if something bad happens, how to react in certain situations, and the key components for safety.
- Statistical information provided indicated that from 2010 – 2012 the United States had 43 incidents of active shooters.
- Ray Philbrick explained that once DAS finalizes the training program, this will roll-out to the agencies to run the active shooter drills, working in conjunction with the state police, so everyone understands that this is a group effort.
- Feedback from the attendees started with Don Ouillette from DCS, noting that the biggest key for safety is to get early awareness, recommending the Everbridge Emergency Notification system as a great resource, which some managers are currently using by notification to your cell phone.
- Ray Philbrick noted that his office is working on the access to the Everbridge Emergency Notification System for all employees, approaching people now. Employees can update their own personal contact information. Communication is obviously a huge part.
- Capitol Police recommend a point person at each agency for emergencies. When there is a fire drill, it helps to know who people can go to and who is a part of the emergency team. Teach the designated person(s) what to do and be aware of all exit routes in the building.
- Chief Lee commented on Emergency Wardens being a key component to safety, and

the possibility of having an emergency warden on each floor of a building. If each area has a warden, and supplied with a list of employees, each warden will know if everyone is accounted for. People are alerted through a text system. The email text system was just implemented last year, and once training starts the number of people enrolled will go up. Training is also not mandatory.

- Andy Matthews mentioned possibly having armed non-uniform personnel in the buildings, indicating that some agencies do have them currently. Matthews also asked if this training will be for all state employees, since it is a great idea to keep procedures fresh in their minds
- Ray Philbrick indicated that DAS will administer this policy soon for the State Office Building, and will reach out to the Capitol Police to see what they are doing so they can all be on the same page.

4. Policy Discussion – Deployment and Use of Metal Detectors in State Facilities

- Ray Philbrick talked about the deployment of metal detectors - inquiries as well as the need – with many requests coming from state employees. Ray indicated there is not widespread use right now, just a handful of agencies are using them, and DAS is not overly confident this is a good idea. Security wands are used and not used well. Statewide Security is checking and working with the Capitol Police, other states, and the Feds on what they do and how they perform screenings. Many questions arise and should be considered in the decision making:
 - a) Who are we protecting ourselves from?
 - b) Would everyone be required to be screened?
 - c) Will there be a sense of entitlement when some have to go thru and some do not?
 - d) Do you do this at every entry point?
 - e) Will the number of entrances be reduced?
 - These are public buildings which will need to be kept in mind. Four security people would be required to screen people, emptying pockets, with one person running a package screening. A law enforcement officer will need to be on site to address any immediate threats. There are concerns about proper training, and how to handle people who refuse to be screened, and denial of entry.
 - Other mentioned considerations are the deployment of metal detectors at some sites based on need. Viper Program – periodically show up for increased presence. The establishment of high security conference centers was also a recommendation. Accommodations can be utilized in higher security areas like at the State Police building for a Loudermill Hearing.
 - Eric Connery mentioned the option of compartmentalizing in the buildings. There could be separate areas for employees and one pass to a certain compartment with an entry card, as this is not difficult to do.
 - The Capitol Police recommend that DAS may want to consider others to handle the detection screening since the security personnel in the building now may not be qualified to handle the screening.
- Commissioner DeFronzo asked the group if they have anything else that they would like to discuss, and adjourned until the next meeting in the spring.

5. Need to Confirm a Date and Time for the Next Scheduled meeting

Tentative date: Thursday, May 22, 2014

Meeting End time: 11:36

Recorded by: Cindy Rusczyk