



Connecticut Statewide Emergency Communications Center (CSECC) Reference Guide

Cafeteria

- CSECC Lounge (Room B142) may be used as a cafeteria for the CSECC, please see [CT Police Academy 1st Floor Plan](#) for directions.
- The cafeteria microwave may be used to heat food or drink.
- Vending machines are located outside of the cafeteria.

Conduct and Dress Code

- Visitors of the CSECC are expected to wear clothing that meets business standards or your organization's uniform. This mirrors the Conduct and Dress Code policy of the Connecticut Police Training Academy. Guests utilizing the CSECC are expected to maintain professional conduct, respectful of the facility host.

Data Room

- **Access to the data room will only be provided when permission is granted by DSET.**

Food and Drink

- Food is not permitted in the dispatch room or training room.
- Snacks are allowed in the huddle room.
- Covered drinks are permitted in the CSECC, except for the data room. Alcohol is not permitted in the CSECC.

Internet Policies

- Internet connections are monitored for inappropriate usage; privileges may be revoked at any time. Please do not surf inappropriate websites or use the internet for personal business.

Keycards and Passcodes

- CSECC users may be provided with a keycard and/or a passcode to enter the CT Training Academy.
- The keycard and passcode will only allow access to the CSECC's entrance door, please see [Parking and Entrances](#) document for door location.

Parking

- Please see [Parking and Entrances](#) document

Personal Electronic Devices

- Personal electronic devices are permitted in the CSECC.
- The WIFI is reserved for professional business use and must not be used for personal entertainment purposes.



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- Never plug personal electronic devices into data jacks located in the CSECC.
- Electrical outlets on the desks may be used to charge personal or state provided devices.

Restricted Areas

- The basement of the CT Police Academy is a restricted area.
- Please review [CT Police Academy 1st Floor Plan](#) and [CT Police Academy 2nd Floor Plan](#) for additional restricted areas.

Service Weapon

- Officers attending dispatch training wearing civilian clothes and displaying or carrying their service weapon are required to display their badge and name tag identification on their outer most garment.

Smoking

- Please see [Parking and Entrances](#) document for designated smoking area.

State Provided Computers

- The connecting of any type of removable media storage to State provided computers or servers shall be disallowed in any form or function. Exceptions to this policy shall be considered only in unique and rare cases. These requests shall require written approval from DSET.
- The computers located in the dispatch room are for professional use only.
- The monitors have been labeled to indicate the use of the computer, municipal and state use.

65" TV/Monitor

- The TV/monitor may be used for professional purposes only, not for entertainment.