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## **RESIDENTIAL SECURITY – R-VII-1**

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### **Policy**

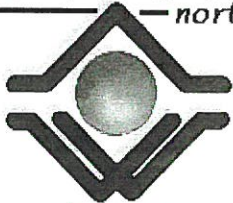
All group homes shall be safe, secure environments for the people who live and work there.

### **Purpose**

1. To ensure all group homes maintain a consistent standard of security.
2. To provide instruction to staff regarding security standards.
3. To keep each group home free from intrusion.
4. To provide staff with instruction for dealing with any intruders to the group home and it's property.

### **Procedure**

1. Staff and consumers in each group home will be given instruction on the operation of all door and window locks. Any lock in disrepair must be reported to the area Supervisor by the staff.
2. Group Homes will be locked when no one is home.
3. All regular staff of each location will be given a key to the group home to gain access to the home when coming to work, if the door is locked. Please note staff are only to enter the group home using a key when they are coming in to work, any other times they come to the group home they will be expected to use the procedure for visitors coming into the group home.
4. Consumers who are independent will have a key or be informed of locking devices in order to enter their homes if coming home when no one else is in the group home.
5. During the day time when consumers are coming and going to various programs and activities, doors may remain unlocked, unless otherwise indicated by the Supervisor for a specific location or whenever staff are working alone.
6. It is expected that all visitors to the group homes knock on the door or ring the door bell, and wait to be welcomed into the group homes. Visitors include family members, friends, workers from other locations/agencies and any delivery or repair personnel. Signs indicating this should be posted at all main entrances of group homes.



Personal Support Services

**POLICY:** R-VII-1  
**DEPARTMENT:** Personal Support Services  
**CATEGORY:** Environmental  
**EFFECTIVE DATE:** August 2013  
**SUPERSEDES REVISION DATED:** February 2008  
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7. Group home doors should be locked at all times whenever staff are working alone in the homes. Group homes are also to be locked whenever all staff and consumers are out of the home.
8. All windows and outdoor gates must be locked before midnight shift arrives to work.
9. In the event of any unwanted visitor to the home, staff are to call 911 and inform the dispatcher of the situation. Staff must be clear when indicating the urgency of the situation, and must also inform the dispatcher that this is a group home for people with disabilities, and the unwelcome person must be removed from the property as soon as possible.
10. In the event that an unwanted visitor enters the group home, staff should remain calm, and ask the person to leave. If the person doesn't leave willingly, staff will inform them that they will be calling the police for assistance. Staff should make every effort to keep consumers safe, asking them to move to another room if possible.

**RECOMMENDED BY:** Director, Personal Support Services

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Personal Support Services  
Administration, Personal Support Services

**ORIGINAL POLICY DATE:** February 2008

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**