

**RULE :** Escorting of Residents to Their Suite

**Date:** August 13, 2014

This policy is written to address the situation where an individual requires admittance to their floor because they have forgotten their keys.

- Only residents registered on the Database will be accommodated. All others will be denied access. Residents must fill-out a Form K in order to be registered on the Database.
- If a resident is locked out, they must be buzzed-up by their roommate
- If there is no other person at home, the individual must produce identification to the Security or Staff personnel showing they are residents of the Espana.
- Prior to being escorted up to a suite, the Security or Staff personnel will inform the individual if they cannot or do not produce picture ID the VPD will be notified.
- If denied access to the building, there will be no tolerance for confrontational behavior, and the police (911) will be contacted. Our Security or Staff personnel will not be subject to verbal or physical abuse.