

Policy #13: Security Policy

Access to the Museum, including meeting spaces, administrative offices, maintenance areas, exhibit rooms, and storage areas, is strictly controlled in accordance with Policy #6 (Museum Use and Access). The Museum shall have an alarm system monitored 24-hours per day by a central station with all doors and windows being alarmed and motion sensors placed throughout the building. The primary, secondary, and tertiary contacts for the alarm company's central station shall be determined by the President and shall generally include the Building Manager and Curator. Whenever an alarm call is received, the President shall be immediately informed unless such call is non-emergency in nature.

The Museum shall have a security camera system monitoring, at minimum, all building entry points and the General Charles C. Foster Firearms Collection. Camera recordings shall be stored for a reasonable period of time, generally determined by available storage space, and accessible to the President and at least but not limited to one other person appointed by the President.

The Curator shall maintain an administratively sound key control program to manage access to all exhibits and artifact storage areas with all such keys securely maintained on the Museum's premises. The Curator may independently access any exhibit or artifact storage area provided, however, that no person, including the Curator, shall access any exhibit containing firearms or firearms storage areas unless accompanied by an additional member of the Association, this requirement to be known as the "Two-Person Rule." The Two-Person Rule may be waived on a case-by-case basis in order to allow the Curator to conduct routine business provided such waiver is granted by the President or the President's designee, typically the Collections Committee Chairperson or other Association leader tasked to supervise the Curator's day-to-day operations. The Curator shall maintain a log of all access to all firearms displays and storage areas including, at minimum, the date of access, names of those conducting the access, reason for such access, and, if a waiver for the Two-Person Rule was approved, the name of the individual who approved such waiver.

In the event of any security violation, suspected theft, etc.:

1. Immediately report the circumstances to the Curator and Collections Committee Chairperson or other Association leader tasked to supervise the Curator's day-to-day operations, who shall immediately inform the President.
2. The physical integrity of any suspected security violation, theft scene, etc. shall not be disturbed in order to assist any investigation, internal or external.
3. Any camera output of the suspected violation shall be immediately captured from the recording system and securely maintained.
4. All building/security logs from the suspected timeframe shall be photocopied or otherwise securely maintained.

The Curator shall continuously monitor auction and related websites for materials suspected to belong to the VAFCC Collection, especially items contained in historical catalogs that cannot be presently accounted for, and report any discovery of same to the Collections Committee Chairperson.