

The Commission and Clerk/Chief Executive's Office



Northern Ireland
Assembly

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Mr J Allister MLA
Room 252
Parliament Buildings

20 December 2017

Dear Mr Allister

I refer to the Assembly question which you tabled for written answer, namely:

To ask the Assembly Commission, pursuant to AQW 61/17-22; whether a copy of the criteria applied and the current policy in respect of the issuing of passes for Parliament Buildings will be placed in the Assembly Library.

(AQW 90/17-22)

The Assembly Commission will place a copy of the Security Policy in the Assembly Library.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SD', written in a cursive style.

Stewart Dickson MLA
(on behalf of the Assembly Commission)



Northern Ireland
Assembly

Security Policy

Northern Ireland Assembly

October 2017 – V 2.5

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Appendix B: ID Pass Application: Members' Staff; Partner; Research; and Whip Staff.	Appendix H: Application for a Permanent Press Pass.
Appendix C: Assembly ID pass.	Appendix I: Parliament Buildings Lanyards.
Appendix D: Loss of Assembly ID Pass Form.	Appendix J: Lost and Found Policy.
Appendix E: Upper Car Park Permit Form.	Appendix K: List: Lifetime and Mandate passes.
Appendix F: Temporary Upper Car Park Permits.	Appendix L: Director's approval: Lifetime and Mandate passes.

1.0 Security Statement

- 1.1 It is Northern Ireland Assembly policy that, insofar as is practically possible, effective security arrangements are in place to protect Members, their staff, Secretariat staff, contractors, visitors, Assembly property and other assets such as information and equipment.

2.0 Security Objectives

- 2.1 To maintain a high standard of security that provides adequate protection to all users of Parliament Buildings, commensurate with the assessed level of threat or risk to Northern Ireland Assembly assets at any given time.
- 2.2 To provide and maintain secure work places and systems for all Members, their staff, Secretariat staff, contractors and visitors.
- 2.3 To protect building users in so far as possible from foreseeable security hazards or risks.
- 2.4 To provide building users with appropriate and timely information, instruction and training to enable them to protect themselves from security risks while working for, or visiting, the Northern Ireland Assembly.
- 2.5 To develop and promote security awareness and individual responsibility for security among building users*.
- 2.6 To review and revise these objectives and security procedures as required.

*Note: The term 'building users' refers to all persons who wish to enter Parliament Buildings, or its' precincts, including the car parks.

3.0 Security Policy & Policy Responsibilities

- 3.1 The Northern Ireland Assembly Commission will ensure that adequate security measures are taken to safeguard and protect all users of Parliament Buildings, Assembly property and assets, through a protocol that involves;

- The regular review and maintenance of security equipment and systems;
- The provision of security guarding by the most appropriate method;
- The provision of guidance or training to Members, their staff, Secretariat staff and contractors.

3.2 Policy Responsibilities

- Everyone:

- Has a responsibility to comply with security instructions instigated on behalf of the Northern Ireland Assembly Commission; and
- Should be prepared to help identify areas of security concern and to take an active part in helping resolve them by putting forward their suggestions for improvements.

- All Heads of Business and Managers are responsible for ensuring, insofar as is reasonably practicable, that all security requirements in relation to their particular areas are fully observed and implemented.

4.0 Security Responsibilities

These include:

- 4.1 Ensuring that this policy is effectively implemented, and that appropriate security guidance is issued to Members, their staff, Secretariat staff, contractors and visitors.
- 4.2 The drafting of written procedures documenting all necessary security arrangements.
- 4.3 Regularly reviewing and where necessary amending security policy and procedures.
- 4.4 Making recommendations to the Assembly Commission in relation to changes or improvements in security that may arise as a result of changing circumstances.

5.0 Compliance Statement

- 5.1 In order to maintain and promote a safe environment within Parliament Buildings, it is imperative that all building users fully comply with all security policies and procedures.
- 5.2 Only the Speaker has the right to grant dispensation to these policies and procedures.
- 5.2 Failure to comply fully with the security procedures, policies and regulations may result in a refusal of admission to Parliament Buildings and its precincts.
- 5.3 Compliance includes adhering to:
 - 1. Assembly ID pass requirements.
 - 2. Entry procedures.
 - 3. Search procedures.
 - 4. Committee entry regulations.
 - 5. Legitimate instructions from staff.
 - 6. Gallery Committee entry regulations.
 - 7. Temporary Firearms Storage Facility.
 - 8. Upper Car Park instructions.
 - 9. Ad hoc instructions and policies.
 - 10. Maintaining good order.

6.0 Access to Stormont Estate

6.1 Stormont Estate has three entrances which are under the direct management and control of DFP, that can be used for vehicle and pedestrian access as follows:

- Prince of Wales Avenue: 7.45am to 6.00pm Monday to Friday (Members, Staff and members of the Public during normal estate opening times)
- Massey Avenue: Open 24 hours (Members, Staff, and members of the Public during normal estate opening times)
- Stoney Rd: 7.00am to 6.30pm Monday to Friday (Members, Staff only)

7.0 Access to Parliament Buildings

7.1 The Parliament Buildings security barriers are located at the East and West Glens, and are operated by NI Assembly Usher Staff.

Location	Opening Timings	Remarks
East Barrier & Search Facility	7.30am – 8.00pm Access Mon to Sun Closed bank holidays	After hours and weekends when the outer gates are closed, access can be gained by speaking to the Control Room staff via the intercom located to the left of the gates. Drivers are requested to stop approximately 3 metres from the gates to allow for safe opening.
West Barrier	7.30am – 8.00pm Mon to Fri	Closed Sat Sun (Unless by prior arrangement)

7.2 Parliament Buildings will close at 8pm on **non-sitting** days when no events are scheduled to go beyond 7.30pm.

7.3 A minimum of 10 working days' notice must be given by Usher Services Management to Usher staff, where it is proposed to make any change to staff scheduled shift rotas. This will have an impact on any proposal to hold an event that will extend beyond 7.30pm.

7.4 If less than 10 working days' notice is given to Usher Services management, this could result in an event not proceeding. Organisers of events are asked to bear this in mind when planning such.

7.5 On non-sitting days when Parliament Buildings closes at 8pm, Members and staff can still access and egress via the Slope at the rear of the building.

7.6 Entry to Parliament Buildings can be gained at one of the four access doors as stipulated below:

Location	Timings	Remarks
Front Door	Monday to Friday 7.30am – 10.30pm*	Members, Staff, Visitors.
East Door	Monday to Friday 7.30am – 10.30pm*	Members, Staff, Disabled Persons.
West Door Sitting-Day	Monday to Friday 7.30am – 10.30pm*	Members, Staff, Disabled Persons.
Slope/Goods Entrance	Monday to Friday 7.00am – 5.30pm	No access will be permitted for contractors or deliveries outside of the normal timings. Access may be granted outside of these times for Members, senior NIA officials and Ushering Services staff, 24 hours / 365 days a year by speaking to the Control Room Staff via the intercom located externally at the Goods Entrance.
<p>Notes:</p> <ul style="list-style-type: none"> *When no events have been scheduled beyond 7.30pm on 'non-sitting days', the Building will close at 8.00pm. * During Summer, Christmas and Easter recess the doors will close at 7.00pm, however if a function is taking place these times may vary. 		

8.0 Parliament Buildings Entry Procedures

8.1 All building users are to enter via the Search Facility/East Door/West Door/Slope and comply fully with the entry regulations and policies, prior to gaining entry into Parliament Buildings.

8.2 All building users with the exception of Members, are to comply with the following search procedure:

- Present passes to proximity readers, similarly when leaving the building;
- Allow all baggage to undergo an X-Ray search;
- Pass through the magnetometer archway search equipment;

- If requested, agree to a further search using a hand held metal detector;
- If requested, agree to a baggage search by hand;
- Fully comply with legitimate requests from Usher staff.

9.0 The Search Facility

9.1 The Search Facility has two lanes in operation as explained below:

<u>Search Facility: Visitors Lane</u> <u>Procedures</u> (Search procedures applied)	<u>Search Facility: Staff Lane</u> <u>Procedures</u> (Pass Inspection)
<p>Assembly ID pass holders (Including Media who hold an Assembly ID pass) that wish to enter PB from 07:30am – 10:00am or by the front door.</p> <p>All guests and visitors.</p> <p>Press who do not hold an Assembly ID pass.</p> <p>Assembly ID pass holders who cannot produce their pass. (Must then enter via East / West doors or Slope and produce a visitors Security card)</p> <p>On production of accreditation; Press will be allowed priority passage via the Visitors Lane and must enter by the East door.</p>	<p>Assembly ID pass holders who wish to enter PB by East, West doors or Slope.</p> <p>Members of the Press, who are Assembly ID pass holders, should enter PB by the East door.</p> <p>Assembly ID pass holders should present their pass to the Usher staff for inspection.</p> <p>Please note the Staff Lane is only for use from 10.00am onwards.</p>
<p>A visitor's Security card will be issued to all. Visitors will be directed to the Front Reception once the search process is completed.</p>	
<p>Disabled Person Access Upon request to the Usher staff, disabled persons are permitted to by-pass the Search Facility and gain access to PB via the East Door. Where the search procedures will be applied.</p>	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Contractors who have been permitted Upper Car Park access are to report to the Slope. 2. Assembly ID Pass holders who hold a permit for the Upper Car Parks are to enter the building via the East / West Doors or the Slope. 	

10.0 Assembly ID Pass instructions

10.1 Advice on the issue of Assembly ID passes can be obtained from the Usher Services Office (B35A) Tel 21900 / 20397. The various ID pass application pro-forma are also available on the Usher Services home page on AssIST.

10.2 With the exception of Members, Assembly ID passes must be presented to the proximity readers in order to gain entry into Parliament Buildings, and

passes must be worn and clearly displayed at all times within these buildings.

- 10.3 Anyone holding other passes, such as an NICS pass, must ensure that their Assembly ID pass is displayed at the front of the pass holder whilst in Parliament Buildings.
- 10.4 Usher staff, are required to retain any invalid Assembly ID passes if presented, as these are the property of the NI Assembly Commission.
- 10.5 Assembly ID passes are official documents which should be treated with care, and should not be defaced in any way.
- 10.6 Assembly ID passes will be issued with a blue lanyard.
- 10.7 If a pass-holder is not in possession of an Assembly ID pass, a temporary day pass can be obtained on entering Parliament Buildings.
- 10.8 The Usher Services Office may be asked to check the validity of a pass at any time. Anyone observed without a pass must expect to be challenged and should be escorted to the nearest member of Usher Services.
- 10.9 Where it is apparent that any individual, apart from a Member, is failing or refusing to wear and properly display their Assembly ID pass, this matter should be reported to a member of Usher Services Management.
- 10.10 All photographs that are taken and Assembly ID passes that are issued are processed in the Usher Services Office, Room B35A Parliament Buildings.

11.0 Members / Party Staff Passes

- 11.1 An Assembly ID pass is issued to a Member following completion of the form shown at Appendix A. This application is usually completed at the “Reception Day” following the start of a new mandate or following the signing of the Members register (e.g. following co-option or by-election).
- 11.2 Members are allocated two Assembly ID passes for their staff, and one Partner ID pass. Following completion of the form shown at Appendix B, Members may request a Member’s Staff ID pass; a Member’s Researcher ID pass and a Partner ID pass (without escort rights). Party support staff ID passes may be requested by Party Whips using the form at Appendix B, in accordance with the number of ID passes allocated to a particular party. A Member may also request one additional ID pass (without escort rights) where that Member has a specific requirement due to a disability or medical condition.

12.0 Secretariat / Agency Staff Passes

- 12.1 Before an ID pass can be issued to a new member of staff, the HR Office will ensure that the individual has been satisfactorily vetted and the appropriate paperwork completed.
- 12.2 New entrants will attend the Usher Services office in room B35A, accompanied by a member of HR staff.

13.0 Catering / Assembly Broadcasting Passes

- 13.1 All contracted support services staff working at Parliament Buildings must be satisfactorily vetted before they can be issued with an Assembly ID Pass. Support Services managers should ensure that they allow a period of approximately 4 weeks to seek the correct level of clearance for their staff. Assembly ID passes will not be issued without sight of a certificate issued within the previous three months.
- 13.2 Usher Services will require sight of the original certificate and a completed Assembly ID Pass Application Form, signed by the relevant contract manager prior to the issuing of an Assembly ID Pass

14.0 Media Passes

- 14.1 Assembly ID Media passes will be issued on completion of an 'Application for an Assembly ID Media Pass form - PRESS'. This form can only be completed and sponsored by the Head of Communications in Room B4, Parliament Buildings. Assembly ID Media passes will expire yearly.
- 14.2 The Head of Communications will only sponsor an application if the member of the Media is in the building on a frequent basis, and has a genuine business requirement for an Assembly ID Media Pass.
- 14.3 A Communications Officer must accompany the Media member to Room B35A to have the pass produced.
- 14.4 A VMS Media pass, valid for that working day, may be issued to members of the media (including photographers) at the access points on production of a valid NUJ card; a headed letter from a media outlet; or a valid identification card from a media outlet. All queries relating to media passes must be dealt with by the Northern Ireland Assembly Communications Office.
- 14.5 Assembly ID Media passes and VMS Media passes must be worn and displayed at all times in Parliament Buildings. Those not wearing a pass can expect to be challenged by any pass-holder regarding identification.
- 14.6 Assembly ID Media passes and VMS Media passes will be issued with a purple lanyard, with the exception of Assembly Correspondent passes which are issued with a blue lanyard.

15.0 Officials and Other Passes

- 15.1 There are a number of other persons entitled to Assembly ID passes such as PSNI Close Protection Officers; Civil Servants grade three or above who frequently access Parliament Buildings; Civil Servants who work from Parliament Buildings; Legislative Counsel Staff; Ministerial Drivers; and Professional and Technical Staff.
- 15.2 The number of ID passes issued within these categories will be determined by business need, and then when approved by the Head of Usher Services in accordance with current policy.

- 15.3 Appendix K lists persons who may apply for an Assembly ID pass who are not Assembly Staff, MLAs, Party staff, NICS senior staff, media or contractors. Appendix K includes among others: Former Speakers; Former First and Deputy First Ministers; Members from other Legislatures who represent constituencies in Northern Ireland; Diplomats; and the Attorney General for Northern Ireland. As listed in Appendix K, these passes may be 'lifetime passes' or for the duration of that current mandate.
- 15.4 The Application form must be completed in every instance and must be sponsored by the Head of the relevant Department, or Head of Usher Services.

It is acknowledged that there may be instances when the issue of an Assembly ID pass is sought by a person who falls outside the scope of this policy. In such instances, an application must be made firstly to the Director of Corporate Services using the form at Appendix L, if unavailable application should be made to another *Principal Officer.

(*Note: Principal Officers are defined as the Director General / CEO and Directors)

16.0 Time-Dated Passes

- 16.1 If an ID pass has an expiry date (such as CPU or Media/Press Passes), sponsors should ensure that a new application is completed and signed on expiry of the existing pass to confirm that access to the building is still required.

17.0 Visitor Management Passes

- 17.1 Passes issued from the Visitor Management System are issued at Parliament Buildings' access points and are issued with a specifically coloured lanyard.
- 17.2 Day Passes / Group Leaders passes are issued to members of the public visiting Parliament Buildings. These passes are issued with a yellow lanyard and require an escort when outside the Great Hall.
- 17.3 Contractor Passes are issued allowing contracted staff, carrying out work within Parliament Buildings, who have sufficient security clearance to gain unescorted access outside the Great Hall. These passes are issued with a pink lanyard.
- 17.4 Function Passes are issued to allow members of the public attending a function within Parliament Buildings. These passes are issued with a red lanyard and require an escort when outside the Great Hall.
- 17.5 Temporary Passes are issued to visitors to Parliament Buildings who hold sufficient security clearance. The passes are often used for NICS, Inter parliamentary Seconded/Visitors, and members of the Secretariat when their Assembly ID pass has been mis-placed. These passes are issued with a white lanyard.
- 17.6 Education Passes are issued to young people attending the Northern Ireland Assembly Education Programme. These passes are issued with a black lanyard and require an escort when outside the Great Hall.

17.7 Media passes are issued to members of the media (including photographers) on production of a valid NUJ card; a headed letter from a media outlet; or an identification card from a media outlet; these passes are issued with a purple lanyard. All queries relating to media passes must be dealt with by the Northern Ireland Assembly Communication's Office.

18.0 Returning Pass Procedures

18.1 All passes are the property of the Northern Ireland Assembly and must be returned when no longer required.

18.2 It is the responsibility of Members / Whips; Line Managers; and sponsors / Contract Managers, to ensure that Assembly ID passes are returned to the Usher Services Office once the pass-holder has left employment of the Assembly or a Member. The Assembly ID pass should be returned on the day the person leaves. In some instances, new Assembly ID passes will not be issued until the previous pass-holder has returned their ID pass.

18.3 Non-Assembly staff who hold Assembly ID passes must also return their passes once they move to work no longer associated with the Assembly, or on expiry of their passes.

18.4 Any difficulties in the return of ID passes should be discussed with the Usher Services Office on **ext 21900**.

19.0 Pass Lost / Stolen Procedures

19.1 Lost / Stolen Assembly ID passes must be reported immediately to the Usher Services Office B35A, Parliament Buildings (Ext 21900 or 028 90521900).

19.2 This office will arrange for the completion of a lost pass form and a replacement ID pass will be issued following 7 days.

19.3 A temporary pass will be issued at the main reception each day during this 7 day period. Any passes that are found should be returned to the Usher Services Office, Room B35A, Parliament Buildings; immediately.

20.0 Non-photographic Passes

20.1 The following is an explanation of the various non-photographic pass types that are issued at the access doors:

- VIP – Issued to VIPs (with the approval of the Speaker) who do not hold an Assembly ID pass;
- CPU – Issued to PSNI Close Protection Officers (CPU) who do not hold an Assembly ID pass;
- Education – issued to schoolchildren/youth groups attending events organised through the Assembly Education office;

21.0 Out of Hours Access

21.1 Secretariat staff who require out of hours' access to the building during weekdays, weekends, or bank holidays are to seek access permission from the Head of Usher Services by twelve noon on the previous working day.

22.0 Parliament Buildings Entry Regulations

22.1 Members, staff and visitors entering Parliament Buildings must comply with the regulations below.

22.2 With the exception of Members (or PSNI CPU) all persons entering are to be searched.

22.3 All persons (with the exception of Members) must present their Assembly ID passes to electronic card readers on entering and exiting Parliament Buildings, and must wear and clearly display their Assembly ID pass at all times whilst inside Parliament Buildings.

22.4 If a person refuses to comply with the above, Usher staff at each entrance/exit to Parliament Buildings will initially remind the person that this is Assembly Security policy. If the individual still refuses to comply, Usher staff will ask the individual to remain at that Access Point, to enable Usher management to come and discuss the issue. If the individual will still not comply and persists on entering Parliament Buildings, this will be recorded and the information forwarded to the appropriate Director for further action.

22.5 Assembly ID pass holders may enter Parliament Buildings via the East or West doors, or the Slope.

22.6 Assembly ID pass-holders wishing to enter via the Front Door at PB must first pass through the visitor's lane at the Search Facility, comply with the search procedures and obtain the relevant security card indicating that they have been searched.

22.7 When entering *Parliament Buildings or the Search Facility visitors' lane, each person must:

- Comply fully with instructions from Usher Staff;
- Present his/her Assembly ID pass to the electronic card reader;
- Proceed via the Magnetometer;
- Have all personal items including handbags and baggage screened by the X-ray;
- Submit to a physical or electronic search of baggage if required.

*Note: * This refers to the East, West, Front doors, The Slope and the Search Facility Visitors' Lane*

22.8 Assembly ID pass-holders can leave Parliament Buildings via any exit, and must present their ID pass to the card reader upon leaving. Visitors must leave via the Front door unless escorted by an ID pass holder.

23.0 Granting Dispensation (With regards to entry regulations)

23.1 Dispensation to these regulations can only be granted by the Speaker of the House, through Head of Usher Services.

24.0 Visitors to Parliament Buildings

- 24.1 The Northern Ireland Assembly's Policy on the Conduct and Behaviour of Visitors in Parliament Buildings and can be found on the Northern Ireland Assembly's Website.
- 24.2 Visitors must enter Parliament Buildings via the Front door unless they are accompanied by a Member or ID pass-holder with escort rights.
- 24.3 Members, their staff, and Secretariat staff are requested to inform the Reception if they intend to receive visitors (Ex 21990 or e-mail reception@niassembly.gov.uk). Reception staff will endeavour to inform the host of their guest's arrival.
- 24.4 Visitors are to be issued with a VMS ID pass for the date of issue only. This pass must be worn and clearly displayed at all times when inside Parliament Buildings (or its precincts)
- 24.5 All visitors are to return their VMS passes when leaving Parliament Buildings.
- 24.6 Whilst inside Parliament Buildings, visitors must be escorted by an Assembly ID pass-holder (with escort rights) at all times, and are not permitted to make their own way unescorted back to the exit doors.
- 24.7 There is also a responsibility on visitors to remain with their hosts or sponsors at all times during visits and ensure that they do not access areas to which they are not entitled to enter.
- 24.8 Unaccompanied visitors will be escorted to the front Reception area and the Sponsor / Party Office informed.
- 24.9 Ushers will not escort guests around Parliament Buildings. This service can only be provided by exception, and if agreed in the first instance by the Principal Usher.
- 24.10 Visitors will be required to park in the Lower East or Overspill car parks
- 24.11 Members, their staff, Secretariat staff and Assembly ID pass holders are responsible for their guests and visitors, and also for ensuring that guests comply with the Security Policy, and maintain good order while in Parliament Buildings (and its precincts)
- 24.12 In the first instance, any concerns relating to visitor behaviour should be addressed by the duty Senior Usher at Parliament Buildings, in their capacity as Authorised Officers under Article 23 of the Public Order (NI) Order 1987. It may also be prudent to draw concerns to any persons hosting such visitors, where applicable.
- 24.13 Whilst normally, visitor behaviour does not present any real difficulties for staff, there may be occasions when Usher Staff will require further guidance and direction from Usher Management. In such instances, the visitors must

remain outside Parliament Buildings until a direction from Usher Management has been received.

24.14 There may also be some occasions when further direction may be sought from the Director of Corporate Services. In the absence of the Director of Corporate Services, Usher Management may consult directly with the office of the Clerk/Chief Executive.

25.0 Guest / Visitor Access

25.1 To ensure that disabled guests / visitors are afforded every assistance to gain safe access and egress when visiting Parliament Buildings, Members, their staff, and Secretariat staff are requested to inform the Principal or, Senior Ushers and the Usher Services Office of the following details, with at least 24 hours' notice:

- Date & time of arrival and departure.
- Number of disabled guests / visitors
- Any special access requirements.
- When requesting access to the Upper Car Parks-make and model of vehicle, drivers name, date & time of arrival and departure.

Note: Currently persons with disabilities that may require special access requirements may enter via the Front Door, East Door or the West Door.

26.0 Former politicians no longer holding office

Former politicians no longer holding political office will be admitted to Parliament Buildings as visitors in accordance with paragraph 24 above, and will be required to comply in full with the conditions prescribed therein. This will include a requirement to park in the Lower East or Overspill car parks

27.0 Access Procedures for Contractors

27.1 Contractors must enter via the Slope between 8.30am to 4.30pm unless permission has been granted for entrance outside of these times.

27.2 Sponsors are to inform Usher Services Office prior to the arrival of Contractors, and forward details as listed from (1) to (6) below.

27.3 When sponsors require permission for Contractors to enter Parliament Buildings outside the above times, permission must be sought through the Head of Usher Services or Deputy, by supplying the following details:

- Name of sponsor and department with contact details.
- Name of Contractors Firm.
- Names and date of birth for each Contractor that is carrying out the work.
- Expected time of arrival at Parliament Buildings.
- Expected time of departure from Parliament Buildings.
- Sponsors are to inform Contractors that photographic identification is a prerequisite for the issue of a Contractors pass.

28.0 Contractors Search Compliance

28.1 Prior to a pass being issued, Contractors must:

- Comply with the instructions of the Usher Services staff;
- Comply fully with the Parliament Buildings entry regulations and search procedures;
- Supply photographic identification;
- Supply requested details so that security clearance can be verified.

Subject to the outcome of the security clearance search the sponsor will be informed of the outcome of the Contractors Pass issue request.

29.0 Contractors Pass Compliance

29.1 The Contractor VMS pass holder is not permitted to escort visitors.

29.2 The pass is valid only for the holder and must not be exchanged with other persons.

29.3 The pass is valid only for the date of issue.

29.4 This pass must be returned to the Slope upon leaving.

29.5 Contractor's tools and equipment must not be left unattended whilst inside Parliament Buildings.

30.0 Contractors Emergency Access Request

30.1 When emergency situations arise that require an immediate response by Contractors, (Gas, Water damage, etc.), sponsors are to follow the procedures below:

- Contact the Control Room Tel Ext 21001 (905 21001 on an outside line)
- Explain the nature of the situation and supply the Control Room Staff with the following information:
 - 1) Name of sponsor and department with contact details;
 - 2) Name of Contractors Firm;
 - 3) Names and date of birth for each Contractor that is carrying out the work;
 - 4) Vehicle details: Type, make colour, registration number;
 - 5) Expected time of arrival and departure.

30.2 The Control Room staff will seek permission for admittance from on-call Usher Management and inform the Sponsor of the outcome.

30.3 Sponsors must inform Contractors that photographic identification is a prerequisite for the issue of a Contractors pass.

31.0 Deliveries to the Goods Entrance

30.1 To ensure that there is no disruption whatsoever to Committee business due to excessive noise, it is the responsibility of nominated Assembly Contract Managers to liaise with Contractors to ensure that access and noise

restrictions are adhered to. Deliveries will only be accepted between the times listed in the following table, unless specific permission for delivery outside these timings has been granted by the Principal Usher.

Day	Acceptable Delivery Times	Notes
Monday	07.00-17.30	Subject to Change
Tuesday	07.00-09.20 / 17.00-17.30*	*Dependant on Committee Timings
Wednesday	07.00-09.20 / 17.00-17.30*	*Dependant on Committee Ending Timings
Thursday	07.00-09.20 / 17.00-17.30*	*Dependant on Committee Ending Timings
Friday	07.00-17.30	Subject to Change
Saturday	No Deliveries Accepted	Closed
Sunday	No Deliveries Accepted	Closed

- 30.2 It may be possible to facilitate urgent deliveries via an alternative entrance to Parliament Buildings, providing that this is requested from the Usher Services Office not less than 60 minutes prior to arrival, and that all required vehicle/driver details are available.
- 30.3 To facilitate Committee Business, there will be no delivery vehicles allowed access to the Slope area after 09.20am while Committee's are sitting.
- 30.4 Any vehicle allowed access before 09.20am must have completed the delivery and be clear of the slope area by 09.30am.
- 30.5 Usher staff are not permitted under any circumstances to sign for deliveries. This is the sole responsibility of the department that is receiving the goods, unless specific permission has been granted by the Principal Usher.
- 30.6 All items are to be security screened by X-ray and may be subject to a physical search.
- 30.7 Delivery staff that are not prepared to wait with items, will be instructed to take the items away with them, to prevent items being left unattended at the Slope entrance or its precincts.

32.0 Public Access to Parliament Buildings

- 32.1 Members of the public must fully comply with the entry regulations to gain access to Parliament Buildings. Admission timings to the various public areas will vary, depending on the business demands of the NI Assembly as outlined below:

Location	Timings	Remarks
Great Hall Including the shop adjacent to the front door	9.00am to 4.00pm Mon to Fri	Or until the House rises on sitting days, or Committee public sessions finish.

Public Gallery	As per Plenary timings	Until the House Rises.
Committees	As per individual Committees public session timings.	Until the Committee Rises or session is declared private.

33.0 Committee Entry Regulations

- 33.1 Members of the public must fully comply with the entry regulations to gain access to Parliament Buildings.
- 33.2 Staff, witnesses, and visitors to committees are to comply with Ushers instructions.
- 33.3 Admission to the Public Gallery is on a 'first-come-first served' basis.
- 33.4 When there are no seats available within the Public Gallery, members of the public must wait in the Great Hall until they are called.
- 33.5 Secretariat, witnesses, and visitors are to liaise with Ushers prior to gaining access to Committees.
- 33.6 Electrical or camera equipment is not permitted except by prior permission of the Committee Chairperson. Electrical devices may be permitted if required by building users with a disability.
- 33.7 Food and refreshments are not permitted within the Committee Rooms.
- 33.8 Silence must be maintained within Committee rooms and in adjacent corridors.
- 33.9 Mobile phones must be switched off prior to entering Committee rooms.

Quiet Please Committee in Session

Gallery Rules

These rules and those set out on the Door Notice apply to all persons seated in the Public Gallery. Failure to comply could mean that you will be asked to leave the Public Gallery.

Mobile phones must be turned off on entering the room.

- 1** Follow all instructions from Ushers and committee staff.
- 2** You are here to observe proceedings – not to take part. Observe in silence.
- 3** Clapping, shouting, hissing or stamping of feet is not permitted.
- 4** The passing of notes or papers to members or witnesses during meetings is not permitted.
- 5** Briefcases or large bags are not permitted in the meeting room.
- 6** Electrical or camera equipment is not permitted except by prior permission of the Committee Chairperson. Electrical devices may be permitted if required by building users with a disability.

34.0 Public Gallery Regulations

- 34.1 Members of the public must fully comply with the entry regulations to gain access to Parliament Buildings.
- 34.2 Staff, guests, and visitors to the Galleries must also comply with those instructions.
- 34.3 As visitor passes are issued on a first-come first served basis, they are not permitted to be pre-booked.
- 34.4 Members of the public who are waiting for access to the Gallery are to wait in the Great Hall until seats become available.
- 34.5 The Public are not permitted entry into the Galleries during prayers, and are to be admitted only after the Speaker takes the Chair.
- 34.6 Members of the public may occupy seats in the rear and side Galleries, but not areas that are cordoned off (VIP section) or booked for Members guests.
- 34.7 Members are entitled to have two guests per sitting and are advised to reserve seats in the Gallery.
- 34.8 Members wishing to reserve seating for their guests in the Gallery are to forward details to the Principal Usher and Reception (Tel 21006 / 21990) by 10.00am on the morning of the sitting.
- 34.9 All staff should liaise directly with the Usher Gallery staff prior to large groups gaining admittance to the Galleries and follow Ushers' instructions.
- 34.10 Members wishing to reserve more than two seats must supply the names of those Members sponsoring the other guests.
- 34.11 Large items of baggage should be secured at the pigeon holes adjacent to the Gallery Reception on the Ground floor prior to admission to the Galleries.
- 34.12 Silence is to be maintained by all within the Galleries.
- 34.13 Visitors are not permitted to cause distractions of any kind to Members.
- 34.14 Items of any kind are not to be placed on the ledge surrounding the Galleries.
- 34.15 Guests / visitors to the Galleries are to place any item into the pigeon hole requested by the Ushering staff. Failure to do so may result in a refusal of admittance.
- 34.16 Cameras are not permitted in the Galleries.
- 34.17 Cameras, electronic recording equipment, and mobile phones must be switched off and placed into the pigeon holes located at the Public Gallery entrance.

34.18 Areas of the Galleries are reserved for disabled guests and visitors. Members their staff. Secretariat staff who are receiving disabled guests, are to liaise directly with the Gallery staff to ensure that every assistance is afforded to disabled guests / visitors to gain safe access and egress to and from the Galleries. (Also see Visitors to Parliament Buildings: Section 24.0)

35.0 Press Gallery Regulations (Refer to the Media handbook which is available on AsslSt)

35.1 This Gallery may be used by the Press, Officials, VIPs, other Assembly ID pass holders, and members of the public if operationally expedient.

35.2 The same rules that apply to the Public Gallery also apply within the Press Gallery.

35.3 Hansard and broadcasting staff may be permitted access to their workstations during prayers.

35.4 All other staff and visitors are only permitted access to the Press gallery once the Speaker takes the Chair.

35.5 Press entering the Galleries are to place any items into pigeon holes as requested by Usher staff. Failure to do so may result in a refusal of admittance.

36.0 Temporary Firearms Storage Facility – storage of firearms

36.1 It is currently Assembly procedure that all holders of personal protection weapons (PPW)/firearms apart from Members or police on duty, must deposit their firearms within the Assembly firearms temporary storage facility whilst they are within the precincts of Parliament Buildings.

36.2 It is the responsibility of persons who are carrying firearms, to make a member of Usher staff aware that a firearm is being carried immediately upon arrival at Parliament Buildings.

36.3 The firearm holder will then be escorted from the point of entry to the temporary firearms storage facility by a member of Assembly Usher Services staff.

36.4 All persons should be mindful that the area in which the temporary firearms storage facility is located, is monitored by CCTV.

36.5 The firearm must be safely handled and unloaded using the loading/unloading chute within the temporary firearms storage facility.

36.6 The firearm holder will complete parts (2) and (3) of the temporary firearms storage facility record when depositing the firearm and ammunition in the temporary firearms storage facility.

36.7 Once unloaded, the firearm and all ammunition should be placed within the appropriate storage locker and secured. The key must remain in the possession of the holder at all times.

- 36.8 At no time and under no circumstances will Usher staff take possession of any storage locker key containing a firearm or ammunition, nor will any firearm or ammunition be handled directly by staff.
- 36.9 All firearms and ammunition must be retrieved by firearm holders before they leave Parliament Buildings. Firearms or ammunition cannot be retained overnight within Parliament Buildings under any circumstances.
- 36.10 When retrieving the firearm, the firearm holder must:
- a. Present the storage locker key.
 - b. Handle and load the firearm in a safe manner using the loading/unloading facility
 - c. Complete part (4) of the temporary firearms storage facility record.
 - d. Directly exit Parliament Buildings.

37.0 Chamber Access (Sitting Days)

37.1 In order to maintain the highest levels of security, access to the Chamber on Sitting days is limited to certain groups and individuals as follows:

Prior to the Plenary	<ul style="list-style-type: none"> • Staff support for the Speakers Table. • Support Services staff who service the Chamber. • Usher staff. • Assembly Broadcasting staff. • Information Systems Office Staff. • Clerks.
During the Plenary (Chamber Floor)	<ul style="list-style-type: none"> • Staff support for the Speakers Table. • Clerks. • Usher staff. • Persons cleared entry to the Officials Boxes on production of the Official Box Pass. • Official Dignitaries.
During Adjournment	<ul style="list-style-type: none"> • Staff support for the Speakers Table. • Support Services staff who service the Chamber. • Usher staff. • Assembly Broadcasting staff. • Information Systems Office Staff. • Clerks

- 37.2 Members, their staff or Secretariat staff are not permitted to take guests into the Chamber prior to plenary sessions, or during adjournments, on Sitting days.
- 37.3 Official tours are not permitted within the Chamber on Sitting days until after the house has risen and the Ushers have prepared the Chamber.

37.4 Officials are to request access to the Officials box through the Speakers Office, and are to present passes to the Ushers on duty at the West corridor and then follow instructions.

38.0 Chamber Access (Non-Sitting Days)

38.1 Only *Principal Officers, persons engaged in official tours or education programmes, and Usher Services staff have right of access to the Chamber on non-sitting days. All other access must receive approval through the Head of Usher Services or the Principal Ushers

(*Note: Principal Officers are defined as the Director General / CEO and Directors)

39.0 Breaches of Security

39.1 Secretariat staffs have a responsibility for complying with the Security policy and ensuring that any breaches of the policy are reported forthwith to the Head of Usher Services.

39.2 In the absence of the Head of Usher Services, security related matters should be reported to the Principal or Senior Ushers.

39.3 A written statement may also be required in these circumstances.

40.0 Cordoned off Areas

40.1 Dependent upon on-going business and operational demand, various areas of Parliament Buildings may be cordoned off using ropes and bollards.

40.2 When these measures are in place, Members, their staff, visitors and Secretariat staff must comply in full and follow the advice of Usher staff.

40.3 Only members of Usher Services are permitted to adjust or remove bollards and ropes.

41.0 Mail Security Advice

41.1 Any Member, their staff or Secretariat staff, who receives threatening or suspicious mail, is to report the matter immediately to the Head of Usher Services.

41.2 There are a number of indicators that may assist in recognising suspicious mail, and if any of the indicators present, this is reason enough to be suspicious.

41.3 The procedures for dealing with suspect mail are as follows:

Identify

1. Oily stains.
2. Strange chemical odour.
3. Lopsided or uneven weight distribution.
4. Excess packaging, the use of jiffy or padded envelopes, or excess tape.

5. Excessive postage.
6. Restrictive markings i.e. *“To be opened by addressee only.”*
7. The presence of powder, liquid, wires or batteries.
8. Incorrect titles or misspelt address.

Isolate

1. If the package looks suspicious, it should not be opened. It should however be handled with care and placed on a desk or floor.
2. Any powder spillages should be covered with a cloth or material close to hand and not moved nor inhaled.
3. Attempts should be made to inform others within the immediate vicinity and if powder was present, hands should be washed.

Report

1. One of the following should be informed: Head of Usher Services or Deputy, Principal or Senior Ushers, Control Room, Usher Services staff.
(Tel 21945 / 21713 / 21006 / 21626 / 21001 / 21002)
2. A list should be compiled of all the people who were in the room.

42.0 Suspicious Item (Action-on)

42.1 If any item is deemed as suspicious, the following procedures are to be applied:

1. Do not touch or disturb the item.
2. Evacuate the immediate area and prevent others entering.
3. Inform Head of Usher Services or Deputy, Principal /Senior Ushers, Control Room, Usher Services staff.
(Tel 21945 / 21713 / 21006 / 21626 / 21001 / 21002)
4. Inform them of the location and description of the item.

43.0 Receiving a Threatening Phone Call

43.1 It is vital that “threat calls” are handled in the correct manner, so that critical information is not lost, and proper details are recorded and subsequently disseminated via the correct channels.

The following guidelines are to be applied if a threatening call is received:

- Remain calm and signal for assistance from a colleague;
- Record the message on the Threat Call Pro-forma (See next page / Available on-line at the Usher Services AsslST page) and mark as ‘confidential’;

- Allow the caller to finish the message but be polite and ask questions where necessary;
- Do not replace the telephone receiver after the call has concluded, until the police or other authorised person has given permission;
- Inform the Head of Usher Services / Deputy, the Control Room or a Principal/Senior Usher.
(Tel 21945 /21713 / 21001 / 21002 / 21006 / 21626)

44.0 Threat Call Pro-forma

THREAT CALL PROCEDURE Pro-forma Confidential when completed

GUIDELINES

- Do not panic.
- Signal for assistance.
- Record message.
- Be polite.
- Ask questions.
- Do not replace phone on the hook until Supervisor / Police have given authorisation.

INITIAL CALL DETAILS

Date: _____ Time: _____

Name of person receiving call:

Other persons Present:

Part 1: CALLER DETAILS: TICK THE RELEVANT BOXES BELOW

GENDER

Male

Female

Accent

Local Foreign

False _____

Caller Age Estimation

5-15 15-30

30- 75 Older

Specific age if possible _____

VOICE

Deep Distinguished

Educated Loud

Soft Low

High Pitched

LANGUAGE

Educated Obscene

Normal Rough

Rude

MANNER

Assertive Aggressive Angry Calm Drunk

Timid Humorous Other: _____

BACKGROUND NOISE

Aeroplanes Animals Traffic Machinery

People Pub Trains Other: _____

RECORD MESSAGE OVERLEAF Confidential when completed

Part 2: TEXT OF MESSAGE: Write the message in the box below

A large, empty rectangular box with a thin black border, intended for writing the message.

Confidential when completed

45.0 Evacuation

- 45.1 Fire evacuation procedures are displayed in each office and on notice boards in the corridors.
- 45.2 Upon the alarm sounding, an evacuation of the building should commence immediately. Any announcements over the PA system or from Usher Services staff must be strictly adhered to.
- 45.3 Assembly ID pass holders should not swipe out while evacuating the building.
- 45.4 In the event of any alert other than a fire, the same procedures apply. The muster location is situated to the south of the front steps.

46.0 Communication - Usher Services

Enquiry	Point of Contact	Telephone Numbers Note: If calling from an outside line prefix the extension number with 028 905
<ul style="list-style-type: none"> Complaints. Routine Matters. Booking Members Gallery Passes. 	Head of Usher Services; Deputy; Principals.	21945; 21713; 21006, 21626.
<ul style="list-style-type: none"> Emergencies 	Control Room; Deputy; Principals.	21001, 21002; 21713; 21006, 21626.
<ul style="list-style-type: none"> Pass Issue Upper Car Park access 	Usher Services Office B35A	21900 / 20397
<ul style="list-style-type: none"> Out of hours contact 	Control Room; B35A.	21001, 21002; 21006, 21626, 21900.
<ul style="list-style-type: none"> Post advice / Receiving goods 	Post Room; Slope.	21003; 21004.
Other Usher Services Contacts	West Door 21537	East Door 20391
Search Facility 88312.	Front Reception 21990, 21695.	

47.0 Upper Car Parks Permits

- 47.1 The Usher Services Office issues Upper Car Park Permits to help control access to the Upper Car Parks. Members and senior authorised officials of the Secretariat are issued with one car parking permit which allows them to park a single vehicle in either of the Upper Car Parks at Parliament Buildings at any time.
- 47.2 An 'Upper Car Park Permit Form' must be completed before a permit is issued and the Usher Services Office must be informed of any changes of car details. (Upper Car Park Permit Form – Appendix E).

- 47.3 There are three categories of car parking permit:
- 47.4 'Sitting Day Permits' (yellow) grants access at all times to Members and Senior Officials working at Parliament Buildings.
- 47.5 'Non-sitting Day Permits' (blue) grants access to other officials granted Upper Car Parking rights. The majority of permits are issued for the period of the mandate, although some will have set expiry dates such as those persons on temporary promotion to a grade that includes car parking rights. The blue permit does not grant car parking rights on sitting days.
- 47.6 'Medical Permits' (red) are granted by Human Resources and issued by the Usher Services Office. The passes grant access to the car park at all times and have set expiry dates. Officials requesting long term access are encouraged to apply for the DRD disability Blue Badge Scheme.
- 47.7 Access to the Upper Car Parks can be gained only on production of a valid parking permit and an Assembly ID pass. The parking permit must be clearly displayed at all times whilst the car is parked in the car park.
- 47.8 Spaces in the car parks are limited and are therefore allocated on a 'first-come first-served' basis. Parking is only permitted in designated parking bays. Persons authorised to use the Upper Car Parks may only leave vehicles overnight if there is a business need and only when approved by the Usher Services Office. Long-term parking of vehicles is not permitted.
- 47.9 There are four spaces available for people with special needs working in, or visiting, Parliament Buildings. Blue disability badges should be displayed on cars using these spaces.
- 47.10 Upper Car Parking permits must be returned to the Usher Services Office, Room B35A, Parliament Buildings. If the holder is no longer employed in the NI Assembly, the permit must be returned on the day of leaving. Permits with expiry dates should also be returned on the date of expiry. Ushers at the Search Facility or West Glen will check expiry dates and access will not be granted on production of an invalid pass. Lost permits must be reported to the Usher Services Office (Ext. 21900) immediately.
- 47.11 All permits are issued on an individual basis and cannot be transferred.
- 47.12 Temporary access to the Upper Car Parks can be arranged through the Usher Services Office on Ext 20384. Usher staff will arrange the issue of the following passes at the Security search facility or Glen West. A red permit allows for a 10 minute drop off. A green permit will give access for 1 hour and a yellow permit grants 2 hours. A blue permit will give the holder access for 1 day.
- 47.13 Temporary access to the Upper Car Parks on medical grounds must be requested via the HR office.
- 47.14 Upper Car Park Permit holders must seek authorisation from the Usher Services Office for their vehicle to be left overnight. Authorisation may be

granted dependant on the holders sitting or non-sitting day status; or the expected operational restraints on the Upper Car Parks during the period requested.

47.15 Persons wishing to leave their vehicle overnight in the Lower East Car Park must seek authorisation from the Usher Services Office, authorisation may be granted dependent on expected operational restraints during the period requested.

48.0 Access to Electric Car Charging Points

48.1 All building users who have an electric car are welcome to use the charging points during standard working hours for up to a maximum of 3 hours (located at the rear of Parliament Buildings).

48.2 All electric vehicle owners who intend to use a charging point MUST provide their contact details to Usher Services. This will ensure that they can be contacted to move their vehicles after the 3-hour period if they have not done so already.

48.3 Upper Car Park Permit holders:

- Upper Car Park Permit holders MUST NOT occupy a space without first notifying Ushers at the East/West entrances of their intention to use the charging point and go straight there.
- Users will be required to vacate the charging point after the allowable 3 hours and standard car parking policies then apply.

48.4 Building users without an Upper Car Park Permit:

- Where possible submit an [Upper Car Park Request](#) for a fixed '3 Hour Car Battery Charging'. You will be required to specify whether you want a morning or afternoon slot.
- When it is not possible to put through an Upper Car Park Request it is permitted to approach the East/West entrance and inform Usher Services that you are planning to use the charging point. Users must not, however, use this as a means to park your car in the Upper Car Park all day.

Once charging access has been approved users must go straight to the charging point. The user will then be allowed to charge their car for a maximum of 3 hours and then the car MUST be moved. Standard car parking policies then apply.

48.5 The Sustainable Development Office (ext. 21562) are available to address any queries.

49.0 Keys

- 49.1 The Usher Services Office is responsible for the issue and control of room keys and keys for security cabinets. Building Services is responsible for the maintenance of the actual locks and all other office furniture keys.
- 49.2 Assembly Members are issued with 2 room keys at the start of each mandate. All other room keys are only issued on completion of a key request form which must be authorised by a member of Usher Services admin staff. Care must be taken to ensure that an excessive issue of keys per room does not become a security risk.
- 49.3 The Usher Services Office will keep a record of all keys issued including Master keys. The Usher Services office will be responsible for keeping stocks of spare keys up to date.
- 49.4 Anyone who forgets a room key should contact the Usher Services Office on Ext 21900 or 21002 after hours. Arrangements will then be made for the door to be opened via a Master key held in the Control Room, provided the request is made by an authorised key holder.
- 49.5 All requests for additional or replacement furniture keys or specialist keys should be made to the Building Services Helpdesk (ext 25999).
- 49.6 It is the responsibility of Members/Whips, line managers and Sponsors/Contract Managers to ensure that all keys are returned once the holder has left employment with the Assembly and on the day the holder leaves. Non-Assembly staff who holds keys, must also return their keys when they leave the Assembly.

50.0 Security Good Practice

50.1 It is vital that building users are aware of the practical measures that they can take to enhance security of the Parliament Buildings for the benefit of all building users. The following Security Good Practice Checklist is a simple series of practices that will ensure that security is maintained at a high standard.

1. Reporting	Please report breaches of security, incidents and items that are believed to be suspicious to the Control Room Tel 21001 / 21002. Lost passes or keys are to be reported to the Usher Services Office soonest.
2. Mail	If you believe that postal items are suspicious do not open them, and report the situation to the Control Room Tel 21001/21002.
3. Compliance	Please comply with the Security Policy and Procedures; they are in place to protect all Building Users.
4. Entering the Building	Comply with the search and entry procedures, present your pass for inspection and follow the instructions of the Usher Services staff.
5. Before leaving the Building	Maintain a clear desk policy, and secure documents, laptops and personal items under lock and key. Close all windows and lock office doors.
6. Advice	If you require advice on any aspect of the Security Policy or Procedures, please speak with the Head of Usher Services or Deputy. If advice is required on passes or Upper Car Park seek assistance from the Usher Services Office. For advice on visitor, guest, or disabled person access / egress; seek assistance from the Principal Usher Tel 21006.
7. Evacuation	Leave the building immediately. Do not use the lifts. Report to the muster point at the front of the building. Follow the instructions of the Usher staff.



Northern Ireland
Assembly

APPENDIX A

ASSEMBLY ID PASS APPLICATION FORM – MEMBERS

The Northern Ireland Assembly Commission will provide various services to you and certain people connected with you in your capacity as a Member. In order to do so efficiently, it requires the following information. The information will be used for the purposes of Security, Assembly Business and general administration processes.

MEMBERS DETAILS (Please complete in Block Capitals)

Members Name:	_____
Party/Independent:	_____
Constituency:	_____
Member's Signature:	_____
Date:	_____

FOR OFFICIAL USE ONLY

Application Approved by HoUS/DHoUS Yes No

Signature _____ Date: _____

Comments:

Pass Issued by: _____ Date: _____



Northern Ireland Assembly

APPENDIX B

APPLICATION FORM FOR MEMBER'S STAFF, PARTNER, RESEARCHER AND WHIP STAFF SECURITY PASS

The Northern Ireland Assembly Commission will provide various services to you and certain people connected with you in your capacity as a Member. In order to do so efficiently, it requires the following information. The information will be used only for the purposes of Security, Assembly Business and general administration processes.

APPLICANT DETAILS

Surname Forenames

Office Address

Office Telephone No. E-mail

Are you replacing another member of staff? Yes No

If yes: Full name of previous holder

Has this pass been returned? Yes No (If this pass has not been returned it may delay the issue of any new pass).

Signature Date

TYPE OF PASS REQUIRED SPONSORING MEMBER PARTY MEMBER'S SIGNATURE DATE

FOR OFFICIAL USE ONLY Application approved by HOS/DHOS: Upper Car Park Access Pass Number Date Issued By (signature)

PHOTO. ID IS REQUIRED IF APPLICANT IS HAVING PASS PHOTOGRAPH TAKEN WITHOUT SPONSOR PRESENT



Northern Ireland
Assembly

APPENDIX C

THE NORTHERN IRELAND ASSEMBLY

APPLICATION FOR AN ASSEMBLY ID PASS

APPLICANT DETAILS

Mr/Mrs/Ms/Miss/other (please specify)

Surname: Forenames:

Directorate/Department:

Position/Principal:

Office Address:

Office Tel. No.:

E-mail:

Signature **Date**

SPONSOR INFORMATION

Name Position

Is this person replacing another member of staff? Yes No

If yes: Full name of previous holder

Has this pass been returned? Yes No
(If this pass has not been returned it may delay the issue of any new pass).

Sponsors Signature **Date**

FOR OFFICIAL USE ONLY

Application approved by HoUS/DHoUS Yes No

Signature

Comments:

Pass Issued by: Date



APPENDIX D

LOSS OF ASSEMBLY ID PASS

This form must be completed and returned as soon as possible after the loss is discovered, to Security Admin Office, Room B35a, Parliament Buildings, Stormont, Belfast BT4 3XX.

Name:	_____	Party / Secretariat:	_____
Office Address:	_____ _____		
Telephone Number:	_____	Extension:	_____

Give time and date of when:	
*you last saw your pass	_____
*loss was discovered	_____
*loss was reported to Security Admin Office	_____

Upon receipt of this form, the Security Admin Office will deactivate your lost pass. Upon deactivation, the pass will no longer be granted access to Parliament Buildings. A replacement pass will be issued 7 days after receipt of this form, to ensure that the pass has not simply been mis-placed. During this period, a Temporary Pass should be requested upon each entry to Parliament Buildings. Following this period, if the pass is not found, a replacement pass must be collected, in person, from the Security Admin Office, Room B35a, Parliament Buildings.

Have you examined all the possibilities with regards to the above?	YES / NO
Have you checked your office (desk, drawers etc) and your car (if appropriate)?	YES / NO
I REQUEST A REPLACEMENT ASSEMBLY ID PASS.	
Signed (Pass holder)	_____ Date: _____
Signed (AG6+ / Chief Whip)	_____ Date: _____
Signed (Security Admin Office)	_____ Date: _____



UPPER CAR PARK PERMIT FORM

APPENDIX E

Surname: Forenames:

Party/Department:

Position:

Office Address:

Office Telephone No:

E-mail:

Vehicle 1: Car Model: Colour: Registration:

Vehicle 2: Car Model: Colour: Registration:

Signed..... Dated

OFFICIAL USE ONLY

AT ALL TIMES

NON SITTING DAYS

BLUE BADGE (photocopy of both sides of blue badge attached)

Approved by: Date:

Comments:

Permit Number:

**ANY CHANGES IN THE ABOVE DETAILS SHOULD BE NOTIFIED TO
THE USHER SERVICES OFFICE AS SOON AS POSSIBLE**



Northern Ireland
Assembly

1 Hour Temporary Upper Car Park Permit

THIS PERMIT AUTHORISES THE HOLDER TO PARK IN THE UPPER CAR PARK FOR UP TO **1 HOUR** AND MUST REMAIN CLEARLY VISIBLE INSIDE THE VEHICLE AT ALL TIMES WHILST IN THAT CAR PARK.

Permit Expires at _____ Hours on _____

Security Services
Office of The Keeper — Ext: 21921.

TUCP 004504



Northern Ireland
Assembly

10 Minute Drop Off Upper Car Park Permit

THIS PERMIT AUTHORISES THE HOLDER TO DROP OFF A PERSON OR DELIVERY AT PARLIAMENT BUILDINGS FOR A **MAXIMUM OF 10 MINUTES ONLY** AND MUST REMAIN CLEARLY VISIBLE INSIDE THE VEHICLE WHILST IN THE CAR PARK.

THE VEHICLE MUST VACATE THE UPPER CAR PARK AS SOON AS THE DROP OFF IS COMPLETED.

Permit Expires at _____ Hours on _____

Security Services
Office of The Keeper — Ext: 21921.

TUCP 003005



Northern Ireland
Assembly

1 Day Temporary Upper Car Park Permit

THIS PERMIT AUTHORISES THE HOLDER TO PARK IN THE UPPER CAR PARK ON **SITTING AND NON SITTING DAYS** AND MUST REMAIN CLEARLY VISIBLE INSIDE THE VEHICLE AT ALL TIMES WHILST IN THAT CAR PARK.

Permit Valid on _____ (Day and Date)

Security Services
Office of The Keeper — Ext: 21921.

TUCP 003001



Northern Ireland
Assembly

2 Hour Temporary Upper Car Park Permit

THIS PERMIT AUTHORISES THE HOLDER TO PARK IN THE UPPER CAR PARK FOR UP TO **2 HOURS** AND MUST REMAIN CLEARLY VISIBLE INSIDE THE VEHICLE AT ALL TIMES WHILST IN THAT CAR PARK.

Permit Expires at _____ Hours on _____

Security Services
Office of The Keeper — Ext: 21921.

TUCP 003504

APPENDIX G



KEY REQUEST FORM

ROOM NUMBER:

KEY SERIAL NUMBER:

NUMBER OF KEYS REQUIRED:

NAME OF RECEIPIENTS:

.....

.....

.....

REASON FOR REQUEST:

SIGNATURE:

DATE:

FOR OFFICE USE ONLY:

APPROVED BY (HOS/DHOS): _____

DATE ISSUED: _____

ISSUED TO: _____

NOTES:

THE NORTHERN IRELAND ASSEMBLY

APPLICATION FOR A PERMANENT PASS

PRESS

APPLICANT DETAILS

Surname Forenames

Permanent Address

Car Reg Make/Model

Telephone: Work Home Mobile

Signature Date

PRESS PASSES. If you are a member of the press give the details of your organisation below

Organisation

Address

Position eg (Journalist, camera operator, technician) other (please state)

NUJ No/ Letter of Accreditation Contact Telephone No

SPONSOR DETAILS

Name Position

Sponsor's signature

FOR OFFICIAL USE ONLY

Application approved: Yes No Pass Type

Approved by

Signature Date:

Pass Number issued on By (signature)



Northern Ireland
Assembly

Parliament Buildings Lanyard Colours

To assist in the classification of access to Parliament Buildings, the following coloured lanyards should be used:

Blue	Permanent Pass Members of the Northern Ireland Assembly, Members of the Secretariat, VIP passes, Party support and Permanent Media correspondents.
White	Temporary Pass Visitors to the Building who hold sufficient security clearance, often used for NICS, Inter-Parliamentary Seconddees/Visitors and Members of the Secretariat when their Permanent Pass has been misplaced.
Yellow	Day Pass / Group Leader Member of the public, visiting Parliament Buildings, who require an escort when outside the Great Hall.
Red	Function Pass Members of the public attending a function within Parliament Buildings. Function delegates should be escorted when outside the Great Hall.
Purple	Media Passes Accredited members of the press, receiving a Press Pass and permanent Press Pass holders approved by the Communications Office.
Pink	Contractors Contracted staff carrying out work within Parliament Buildings, who have sufficient security clearance to gain unescorted access outside the Great Hall.
Black	Education Passes Issued by Education Services for students taking part in the Education Programme



Northern Ireland
Assembly

Security Policy Lost and Found Property

May 2014 – V 2.3

Whilst the Northern Ireland Assembly is unable to accept liability for Lost or found property, it is the policy of the Assembly through the Usher Services, to take reasonable steps to identify the owner of the property and return the property as soon as possible.

Items lost or found in Parliament Buildings and its environs will be recorded by Usher Services, this will include details of the item and contact details of the finder (Appendix A).

When it is reported that an item has been lost within the confines of Parliament Buildings, Usher Services will record and keep these details for six years. Records for items found will be kept for six years following disposal.

Where an item is of apparently very high value or is a significant amount of cash, a direction will be sought at the very outset from Usher Management as to how to proceed.

Property Retention Periods

Items cannot be securely stored indefinitely, and consequently they will be retained for a maximum period as outlined below, prior to disposal.

- Clothing/Miscellaneous - 1 calendar month
- Books/Stationery - 1 calendar month
- Jewellery, Money and other valuable items - 6 calendar months
- Perishable items such as foodstuffs etc will be destroyed at the discretion of Usher Services

Reclaiming Items

Any person reclaiming Lost/Found property will in the first instance be asked to provide some descriptive information about the property.

On satisfying Usher Services as to the legitimacy of his or her claim, that person must produce ID and sign for receipt of the item, before it is returned. The item will be returned in the presence of at least 2 members of Usher Services staff.

Where it is not possible to return an item to its original owner, the finder may wish to claim the item. The item should be collected from Parliament Buildings within one calendar month, after one month unclaimed items will be disposed of.

The finder wishing to claim lost property will be made aware that the original owner retains right to possession; and will be requested to sign the indemnity on the Record of Property Lost and Found and informed that their contact details will be held for six years.

Disposal of Unclaimed Items

Where it is not possible to return an item to its original owner or the finder within the nominated period, it will be passed on to the Sustainable Development Office for disposal and a record will be made and kept for six years.

Cash in any amount, or any item of apparent high value will only be disposed of on the express authority of the Clerk/Director General. A record of this action will be made and kept for six years. Following authority cash will be donated to the Assembly's current nominated charity.



Northern Ireland
Assembly

Record of Property Lost and Found

I acknowledge the loss / the finding of _____
_____ (Description)

which was lost / found on the ____/____/ 20____ (Date)

at _____ (Location).

I handed the (item) in to an official of the Northern Ireland Assembly on the
____/____/ 20____ (Date).

Contact Details

Name _____

Address _____

Contact Number _____

Email Address _____

Items found Indemnity Declaration

If the rightful owner of (item) should establish a bona fide claim to the satisfaction of the Northern Ireland Assembly, I undertake either to return such item to the rightful owner or, if it has at that time been sold or otherwise disposed of, to pay the rightful owner a sum representing its true value at the time of sale or disposal.

_____ SIGNED BY THE FINDER ____/____/ 20____ (Date).

_____ SIGNED BY THE OWNER ____/____/ 20____ (Date).

_____ WITNESSED

Record _____ Destroy this record on ____/____/ 20____ (Date).



Appendix - K

Lifetime and Mandate Assembly ID Passes

Assembly Pass holders, who are not Assembly Staff, MLAs, Party staff, NICS senior staff, media or contractors

'Lifetime' passes

1. Former Speakers
2. Former First Ministers and deputy First Ministers

Passes for the duration of mandate

3. MPs, Members of the HOL and MEPs who represent Northern Ireland
4. Independent Financial Review Panel members
5. Northern Ireland Public Services Ombudsman
6. Independent Members of Secretariat Audit and Risk Committee
Northern Ireland Assembly Commissioner for Standards
7. Comptroller and Auditor General for Northern Ireland
8. Politics Plus staff
9. Attorney General for Northern Ireland
10. Consuls and deputy Consuls (full)
11. British Irish Intergovernmental Secretariat based in Belfast



Northern Ireland
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APPENDIX L

THE NORTHERN IRELAND ASSEMBLY

APPLICATION FOR ASSEMBLY ID PASS - DIRECTOR SPONSOR FORM

APPLICANT DETAILS

Mr/Mrs/Ms/Miss/other (please specify)

Surname: Forenames:

Directorate/Department:

Position/Principal:

Office Address:

Office Tel. No.:

E-mail:

Signature **Date**

DIRECTOR SPONSORSHIP INFORMATION

Reason for request:

Name: Position:

Is this person replacing another Pass-holder? Yes No

If yes: Full name of previous holder

Has this pass been returned? Yes No

(If this pass has not been returned it may delay the issue of any new pass).

Directors Signature **Date**

FOR OFFICIAL USE ONLY

Application approved by HoUS/DHoUS Yes No

Signature

Comments:

Pass Issued by: Date