



## **Security Department**

# **Gate Access Policy and Procedures For Vehicle Barcodes/Decals and Passes**

ADOPTED BY THE BOARD OF DIRECTORS ON NOV. 30, 1989  
WITH LATEST REVISIONS APPROVED JAN. 4, 2010

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## **I. Overview**

The KICA security system consists of the gates, pass system and patrols. The effectiveness of security depends on the viability of security policy and the manner in which it is executed. This document establishes policy for controlling access to Kiawah through the issuance of vehicle decals, barcodes and passes.

## **II. Objectives of KICA Security System**

- A. Control access and egress and deter crime on the island.
  - a. Gates make access and egress difficult for unauthorized people.
  - b. Sheriff's Deputies and patrols provide a highly visible presence.
- B. Help provide a sense of security to property owners and others.
  - a. Only authorized people are permitted to enter the island.
  - b. Regulate contractors and employees through a pass/decal system.
  - c. Visibility of patrols adds a sense of security.
- C. Provide privacy to KICA members and guests.
  - a. Gates help to keep out curiosity seekers, solicitors, etc.
  - b. Gates help keep unauthorized persons off beach accesses and out of residential areas.
  - c. Passes identify people and the areas they are authorized to visit.
- D. Assist legitimate visitors with general information and directions around the Island.

## **III. Purpose of Decals and Barcodes**

- A. Provide KICA members and other authorized personnel easy access to all parts of the island at all times.
- B. Identify ownership of any vehicle with a decal/barcode numbering system.
- C. Assist patrols in their mission by readily identifying authorized vehicles.
- D. Facilitate transit through security gates.

#### **IV. Barcode/Decal Policy**

##### **A. General**

- a. All barcodes/decals will be issued with a serial number for a specific vehicle. The security office will maintain a record showing who received each numbered decal and information about the vehicle to which the decal was affixed.
- b. Eugenia non-member decals, VIP decals and Cassique member decals are changed, at the decision of the chief operating officer (COO), at the minimum of every two (2) years. Employee and contractor decals are changed annually.
- c. Barcodes are issued on a one time basis for each affected vehicle as access potential is able to be readily deactivated through KICA's enhanced security access system.
- d. All decals/ barcodes must be permanently affixed to the vehicle, unless prohibited by law. Decal(s)/barcode(s) may not and shall not be transferred from one vehicle to another or from one person to another. All barcodes/decals shall be removed from the vehicle prior to any transfer or sale of the vehicle and the seller or transferor shall notify KICA of the change in ownership of the vehicle and return the barcode/decal within 14 days of the sale or transfer.
- e. Current vehicle registration must be presented when a barcode/decal is issued. Mail requests must include a photocopy of the current vehicle registration. Decals/barcodes will be issued only for vehicles registered in the authorized driver's name. Those who drive a leased vehicle or company-owned car must provide a copy of the vehicle lease or written verification from the company stating that they are the sole driver of the company-owned vehicle.
- f. When new decals are to be issued, a date will be announced by which new decals will be required. After that date, the old decals are not valid. Vehicles with outdated decals will be issued a temporary pass, good until the next business day, when a new decal may be obtained from member services or the commercial pass office, as applicable. The old decal must be removed.
- g. The board of directors of KICA may, at its discretion, establish a fee for each class of barcode, decals and passes outlined in this policy.
- h. KICA may, in its sound discretion, revoke or suspend any barcode(s)/decal(s) due to the failure of the person issued the

- i. Gender written in this policy should be changed to include male or female wherever appropriate.

B. KICA Member Barcodes (Enclosure A)

- a. Vehicles showing KICA member barcodes are permitted access behind the Vanderhorst security gate at all times. Barcodes also facilitate the operation of all KICA gate arms.
- b. KICA members may be issued a barcode for each vehicle they own and drive, at no charge, for up to three vehicles per property. Barcodes for additional vehicles will be issued for a charge of \$25 each. When selling or transferring a vehicle, members are required to remove the KICA member barcode and return it to member services prior to or at the time of sale (Member services or security personnel can assist in removing the decal). If this procedure is not followed, members may be charged \$25 for a replacement barcode for their new vehicle.
- c. Barcodes will not be issued for a van, truck or work vehicle unless the vehicle is the principal vehicle used by the KICA member and is only driven by him/her, their spouse, dependent children, and other persons authorized by the owner NOT engaged in work related activity. A vehicle owned by the KICA member, but driven by an employee, engaged in employment related activity, will require a commercial pass or decal.
- d. Immediate family members of KICA members, who are full-time residents with the member, who own a car, may be issued a barcode for that car. The KICA member must submit a statement to member services verifying the family relationship and the full-time residency along with a copy of the vehicle registration. The \$25 fee will apply if this barcode exceeds the allotted three per member. Immediate family members of the KICA member, who reside with the KICA member, on a temporary basis, and relatives who do not reside on Kiawah are eligible for a member guest pass.
- e. Barcodes will not be issued to KICA members who are delinquent in the payment of community association assessments. Also, after a reasonable period of time already issued barcodes will be deactivated when a member becomes delinquent in the payment of their assessments. Delinquent members will be issued passes in accordance with the pass policy in Section V, paragraph B until assessments are paid in full.

- f. All barcodes must be permanently affixed to a side window on the driver's side of the car as far to the rear of the vehicle as possible. Barcode(s) may not and shall not be transferred from one vehicle to another or from one person to another. All barcodes shall be removed from the vehicle prior to any transfer or sale of the vehicle and the seller or transferor shall notify KICA of the change in ownership of the vehicle and return the decal within 14 days of the sale or transfer.
- g. Current vehicle registration must be presented when a barcode is issued. Mail requests must include a photocopy of the current vehicle registration. Barcodes will be issued only for vehicles registered in the authorized driver's name. Those who drive a leased vehicle or company-owned car must provide a copy of the vehicle lease or written verification from the company stating that they are the sole driver of the company-owned vehicle.
- h. In situations where members own classic/vintage type vehicles that have no rear windows, special front windshield decals will be issued. These decals will expire on a uniform date every other year.
- i. Trucks and other vehicles owned by KRA, KIGR, KICA or Kiawah Island may have a member barcode. Applications will be made by the department head, which will be annotated to indicate company-owned vehicle.

C. Long-Term Renter Barcode (same as KICA member barcode) (Enclosure B)

- a. Long-term renters, with a lease of nine months or longer, will be issued barcodes on the same basis as KICA members, upon presentation of the lease.
- b. Driver's license (identifying the individual), proof of insurance and current vehicle registration must be presented when a barcode is issued.
- c. To insure removal of the barcode upon expiration of the lease, one \$50 deposit will be paid to KICA. The \$50 deposit will be returned by mail, upon return of all barcodes to member services.
- d. As an alternative, the renter has the option to use a Long-Term Renter's Pass (refer to Section V).

D. VIP Executive Decal (Enclosure C)

- a. A limited number of VIP executive decals may be made available to KRA's guests. Decals will be designed by KRA, with input from KICA security. Decals will expire on a uniform date every other year. KRA will use its best efforts to limit the number of decals issued to two per person. KICA will also make VIP executive decals available to designated individuals.

- b. Driver's license (identifying the individual), current vehicle registration and current proof of insurance must be presented when a decal is issued.
- c. The chief executive officers of KRA or the chief operating officer of KICA (as the case may be) has authority to determine recipients of the decals. Written notice will be sent to KICA security of each individual's name, address and phone number, along with the decal number(s) and make and model of the vehicle(s).
- d. The recipient will be advised to place the decal in the lower left side of the front windshield.
- e. Vehicles with VIP executive decals are permitted access to all areas of Kiawah, including through the Vanderhorst "V" Gate.

#### E. Cassique Member Decal

- a. Cassique member decals, for access to Kiawah Island, will be provided by KICA to Cassique Property Owners' Association (POA) which, in turn, agrees to
  - i. Administer issuance of these vehicle decals to the Cassique POA members, and
  - ii. Cassique POA will maintain records of current vehicle registrations and insurance, and other such information, as KICA may require.
  - iii. Provide records to KICA security personnel of decal issuance and will certify that above records are maintained.
- b. The Cassique POA may issue to each Cassique member the same number of vehicle decals as would be issued to a KICA member under similar circumstances.
- c. Cassique members shall (as long as they remain members in good standing of both the Kiawah Island Club and the Cassique POA) be entitled to access over and use of the KICA roadways.
- d. Decals will expire on a uniform date every other year.

#### F. Eugenia Non-Member Decal (Enclosure H)

- a. Eugenia Avenue property owners who are not KICA members (category IV owners), shall be issued a Eugenia non-member decal, which allows access to and from their property and public areas in front of the V-Gate. The Eugenia non-member decal does not provide access beyond the V-Gate.
- b. Driver's license (identifying the individual), current vehicle registration and current proof of insurance must be presented when a decal is issued.
- c. Decals will expire on a uniform date every other year.

#### G. Employee Decal (Enclosure D)

- a. One employee decal will be issued, by personnel assigned to KICA's commercial pass office, to the following:
  1. Full-time, salaried employees of KICA, KRA, TOKI and KIGR.
  2. Hourly employees of KICA, KRA, TOKI and KIGR, who have demonstrated their reliability after one year on the payroll. Department heads will determine those who qualify.
  3. The owners/partners and top managers of merchants having a long-term (one year or more) contract to do business on Kiawah Island such as Straw Market, Sanctuary and Town Center are authorized decals. Other employees (clerks, waiters, cooks, etc.) must use the pass system.
  4. Salaried employees of Kiawah Island Utility Company (KIU).
  5. Designated firemen working at the Kiawah fire stations.
- b. Those employees whose duties require them to have access behind the Vanderhorst Gate will be issued a letter "V" along with their decal. The "V" will be affixed adjacent to the decal. Vanderhorst Gate access will not be permitted to vehicles not displaying a "V."
- c. Personnel offices for KRA, KIGR, TOKI and St. John's Fire Department will submit applications to the KICA commercial pass office for their employees eligible for employee decals. These offices will verify eligibility and will indicate when a "V" should be issued. Driver's license (identifying the individual), current vehicle registration and current proof of insurance must be presented when a decal is issued.
- d. When the employment of a decal holder is terminated, the department head will verify decal removal. The decal will be returned to KICA security with a notice of the employee's termination.
- e. Employees will read and sign a "Terms of Employee Decal Acceptance" form prior to receipt of a decal. This form explains the rules and regulations associated with their access to the island. Any violation of the terms of agreement will result in immediate loss of the decal.

## V. Pass Policy

Passes are part of the system designed to ensure only authorized people are permitted on the island. Once vehicles are on the island, passes help ensure vehicles visit only authorized areas, depart prior to expiration date, and park in authorized areas. Passes facilitate passage of authorized people through the Vanderhorst gate, while denying such access to unauthorized personnel. The pass system enables members of security or any island property owner to inspect vehicles and determine whether it is authorized to be in that location at that time. Except for one-day passes, the pass will identify the owner and/or driver of the vehicle.

### A. General

- a. Passes will be prominently displayed in the lower corner of the driver's side front windshield **at all times** while the vehicle is on the Island. All passes state "Passes will be displayed in windshield at all times."
- b. The expiration date of the pass will be prominent. All passes will either be computer-generated or be made out using felt-tip pens and black ink. The officer issuing the pass will print his/her name at the bottom of the pass.
- c. Passes for vehicles authorized through the Vanderhorst gate will be stamped with a "V" on the top of the pass. V- Gate access is not permitted without the "V" stamp.
- d. Passes may not and shall not be transferred from one vehicle to another or from one person to another. All passes shall be removed from the vehicle prior to any transfer or sale of the vehicle and the seller or transferor shall notify KICA of the change in ownership of the vehicle and return the pass prior to any such sale or transfer.
- e. KICA may, in its sound discretion, revoke or suspend any pass(es) due to the failure of the person issued the pass(es) to honor or abide by KICA's policies, procedures, rules or regulations.
- f. Types of passes to be issued to specific categories are delineated below. As requirements change, types of passes may be added, deleted and/or modified.

### B. KICA Member Pass: Short-Term (duration of visit, not to exceed 30 days)

- a. Issued at the main gate upon presentation of valid identification as a KICA member.

- b. Intended for temporary use with new, borrowed or rented vehicles.
  - c. If members are not carrying ID, they will be referred to a security supervisor, who can verify member information through KICA master database. At the supervisor's discretion, they may be issued a KICA member guest pass for one or two business days, until ownership can be verified. Name of the member and address being visited will be shown on the pass.
- C. KICA Member Guest Pass: Short-Term (duration of visit, not to exceed 30 days)
- a. KICA members may request short term passes for their guests. Application should be made in person, in writing or by telephone. For telephone applications, the security officer may verify the application by a return phone call to the member.
  - b. Pass will show the name of the vehicle driver and the name and address of the KICA member.
  - c. Pass will clearly show an expiration date (not longer than 30 days).
  - d. Vehicles with this type of pass are permitted access to all areas of Kiawah, including through the Vanderhorst "V" Gate.
  - e. This short-term guest pass does not permit cruising in any part of Kiawah Island. It is also not available to renters of homes, villas, cottages or the Sanctuary hotel.
  - f. This short-term guest pass does not permit any type of commercial work or business.
  - g. A "KICA Member Guest" is defined as an individual who is a family member or houseguest of a member.
- D. KICA Member Guest Pass: Long-Term (up to 90 days)
- a. Members may request long term passes for certain houseguests. Applications must be made in person or in writing.
  - b. These special passes are for relatives in the KICA member's immediate family (children and/or parents only) and guests who are staying at the member's Kiawah Island dwelling unit for an extended period.
  - c. Pass will show the name of the vehicle driver, the property address where the guest will be staying, and the member's name.

- d. Pass will show the expiration date (not to exceed 90 days).
  - e. Guests with this type of pass are permitted access to all areas of Kiawah, including through the Vanderhorst "V" Gate.
- E. Non-KICA Member Guests at Clubs behind V-gate (Kiawah Island Club, Osprey Point Golf Course, and Ocean Course Golf Course)
- a. These guests include individuals with golf "tee" times and individuals who have a meal reservation, at one of the facilities in Vanderhorst.
  - b. A one-day visitor pass will be issued at the main gate. Visitors will proceed to "V" Gate. At "V" gate, they will receive the pass authorizing travel to the authorized location.
  - c. This "V" gate access may be arranged by each facility through a daily list sent to KICA security main gate, by an authorized representative, listing individuals who are to be issued the appropriate pass with a "V."
  - d. Guests on the list staying overnight at club facilities, behind the V-gate, will be given a pass for the duration of the visit, no longer than 30 days.
- F. KIGR (Resort) Guest Pass (duration of visit, not to exceed 30 days)
- a. KIGR will issue passes at check-in desk for registered Sanctuary guests and short-term villa/home renters, based upon preset vehicle limits for each property. Pass will show the guest's name and hotel room/villa number. Passes will be issued for the duration of their stay.
  - b. In order to gain access to the "check-in" location, a one-day visitor pass (with the check-in block checked) will be issued to guests who request admittance to this location.
  - c. KIGR Governors Club members may obtain a 30-day guest pass (for access to Governor's Club facilities, venues, and events only). KIGR will provide KICA security a monthly list (i.e. every 30 days) of current Governor's Club members at least one week prior to the end of the previous month.
  - d. For renters with a valid rental agreement for longer than 30 days, the letters "LTR" (long-term renter) will be placed on the pass. Passes are issued by rental agency or KICA member services, for period of lease.
  - e. KICA strongly encourages the use of pre-mailed passes for guests, particularly for weekends with heavy check-ins and/or through the high volume summer season, in order to expedite access through the main gate.

- G. Rental Passes, for Properties Managed by Agencies (other than KIGR) (duration of visit, not to exceed 30 days)
- a. Other Kiawah rental agencies issue passes for overnight stays, based upon preset vehicle limits for each property. Rental agencies are provided rental passes through the KICA Commercial Pass Office. Information required which will be shown on the pass includes: guest names, agency, arrival and departure dates, and property being rented.
  - b. If arrangements are to be made by mail, ample time should be allowed for this process.
  - c. For renters with a valid rental agreement for longer than 30 days, but less than nine months, the letters "LTR" (long-term renter) will be placed on the pass. Passes are issued by rental agency or KICA member services, for period of lease.
  - d. KICA strongly encourages the use of pre-mailed passes for guests, particularly for weekends with heavy check-ins and/or through the high volume summer season, in order to expedite access through the main gate.
- H. Rental Passes, for Properties Managed by KICA Members
- a. KICA security's main gate will issue overnight rental passes for properties, which are handled by the KICA members, without benefit of an agency. The KICA member must authorize all rental passes, in person, in writing or by phone call. For telephone applications the security officer may verify the application by a return phone call to the member. Information required which will be shown on the pass includes: guest names, member's name, arrival and departure dates, and property being rented.
  - b. If arrangements are to be made by mail, ample time should be allowed for this process.
  - c. For renters with a valid rental agreement for longer than 30 days, the letters "LTR" (long-term renter) will be placed on the pass. Passes are issued by rental agency or KICA member services, for period of lease.
- I. Renter's Guest Pass (no longer than one day, except as provided in e, below)
- a. Renter's Guest Passes, issued from the main gate, cannot be written for longer than one day.

- b. Renter/Sanctuary guests should call the front main gate to authorize this pass.
- c. Renter/Sanctuary guests must cooperate with KICA security to ensure that there are no parking problems, no boisterous parties, and no excessive noise or other disturbances.
- d. Passes will show the current date, guest name, renter's name and address to be visited.
- e. If a renter's guest requires a pass for more than one day, the renter guest should contact the rental agency or KICA member, as the case may be, to arrange the additional overnight pass. Rental agencies will issue such passes to renter guests as appropriate. If a person is renting directly from a KICA member, the main gate can issue a Renter's Guest Pass for the duration of the visit, only with express authorization from the KICA member. The total number of overnight passes issued to the renter and renter guests may not exceed the preset vehicle limits for the property.

J. One-Day Visitor Pass

- a. Issued at the main gate to people visiting a commercial area including the Sanctuary, Straw Market Shops, Town Center, golf and tennis clubs, etc. The **single** authorized area will be indicated on the pass and the visitor is expected to go directly to and from that place. The current date will be indicated at the top of the pass. This pass will not be issued for unaccompanied tours of the island to look at real estate. Such persons will be referred to a real estate office. This pass **never** provides access through the Vanderhorst Gate.

K. Employee Pass (from date of issue until April 30 or Oct. 31) (Enclosure E)

- a. Issued to all employees not eligible for decals, but who own vehicles. This includes employees of KRA, KIGR, Kiawah Island Utility, TOKI, KICA, and merchants at Town Center and Straw Market Shops. Pass will be issued for employee vehicles only. The pass will show the name of the employee, place of work, vehicle license plate number and the assigned parking area. Application for the pass must be received from the employer, and procedures will be identical to those for decals. Employee will be required to read and sign the "Employee Pass Rules and Regulations." New passes will be issued to all employees ever six months prior to April 30 or Oct. 31. KICA security will assume full responsibility for administering and issuing these passes.

- b. If an employee arrives at the gate in a car without an employee pass, shows his/her driver's license and states he/she is being driven to work, a one-day visitors pass will be issued. The employee's name will be printed at the top of the pass. The vehicle is to go directly to the work site and back to the gate. This vehicle will not be permitted access through the Vanderhorst Gate. Vehicles showing this pass and driven by a person with no Kiawah ID will be permitted access to pick up an employee at the end of work. A yellow, one-day visitor pass will be issued with a 30-minute expiration time following the time of entry through the gate.
- c. Employees may not bring pets onto the island.
- d. When employment is terminated, the employee must submit the pass to his/her respective department head, who will forward the pass to the KICA director of security.

L. Cassique Member Guest Pass

- a. Cassique member guest passes shall be issued to guests of Cassique members who are in good standing with both the club and the Cassique POA. Such guest will be entitled to access over and use of the KICA roadways.
- b. Application should be made in person, in writing, or by telephone. For telephone applications the security officer may verify the application by a return phone call to the property owner.
- c. Pass will show name of the vehicle driver and the name and address of the Cassique member.
- d. Pass will show expiration date (not longer than 30 days)
- e. Vehicles with this type of pass are permitted use of all roads on Kiawah, including through the Vanderhorst "V" Gate. This pass does not permit access to the Sandcastle parking lot or facility.
- f. This short-term guest pass does not permit cruising in any part of Kiawah Island. It is also not available to renters of homes, villas, cottages or the Sanctuary hotel.
- g. A "Cassique member guest" is defined as an individual who is a family member or houseguest of a Cassique member.

M. Eugenia Non-Member Guest Pass

- a. Guests of Eugenia Ave. property owners, who are not KICA members, will be issued passes limited access to and from the

property owner's address and public areas in front of the V-Gate.

- b. Application should be made in person, in writing, or by telephone. For telephone applications the security officer may verify the application by a return phone call to the property owner.
- c. Pass will show name of the vehicle driver and the name and address of the property owner.
- d. Pass will show expiration date (not longer than 30 days).
- e. This short-term guest pass does not permit cruising in any part of Kiawah Island. It is also not available to renters of homes, villas, cottages or the Sanctuary hotel.
- f. A "Eugenia non-member guest" is defined as an individual who is a family member or houseguest of a property owner.
- g. This short-term guest pass does not permit any type of commercial work or business.

## **VI. Special Events Policy**

- A. Special Event Passes (period of issue: duration of the event)
  - a. Special events include, but are not limited to, tennis, golf, road runs, large meetings and conferences.
  - b. The sponsor of the special event must make arrangements with KICA security prior to publicity.
  - c. KICA authority for the event is required. When an island entity (such as KIGR or Kiawah Island Club), or an individual, requests passes for more than 200 people, the sponsor must notify KICA security in writing at least two weeks prior to the event.
  - d. Failure of the sponsor of an event to execute a special event agreement or to abide by the terms of the special event agreement with KICA shall constitute grounds for the denial of issuance of passes and/or grounds for the right to revoke or suspend passes previously issued for the event.
  - e. Participants and spectators will be required to have these passes, which will be issued at the point of access.

## **VII. Commercial Decal/Pass Policy**

- A. Overall policy is attached as ENCLOSURE F.

- B. One-Day Commercial Pass
  - C. Commercial entities arriving at Kiawah for the first time will be issued a "one-day pass" at the pass office at no charge.
  - D. This first-time pass will establish enrollment in the Commercial Decal/Pass program. Future visits will require compliance with other details of the policy and with all of KICA's policies, procedures, rules, and regulations.
- C. Certain commercial vehicles are exempt from the fees in the policy. They are:
  - a. Newspaper delivery person
  - b. Postal service
  - c. Moving vans
  - d. Federal Express, Airborne, UPS, RPS, etc.
  - e. Utility companies: KIU, BEC, Bellsouth, Comcast Cable, Direct TV, Dish Network
  - f. KRA
  - g. KIGR
  - h. Charities (Goodwill, Salvation Army, Churches)
  - i. Island employees
  - j. Government officials
  - k. Taxi cabs and limousines (when such services are requested by KICA members only)
  - l. Tow trucks (when such services are requested by KICA members only)
  - m. Employees of commercial entities who drive their personal vehicles (and are not a principal of the company) to do their business at Kiawah without a financial obligation to the employee or to the Kiawah homeowner. For example:
    - i. A nurse employed by a medical services operation.
    - ii. A member of the media on an assignment
    - iii. An employee of an appraisal company
    - iv. An employee or vendor working for an individual member, and driving a personal vehicle. A Commercial employee decal (\$10 annual fee) may be purchased in such cases in order to facilitate seamless entry.

**VII. Commercial Bike Regulations and Access Fee Policy**

- A. Overall policy is attached as ENCLOSURE G.

**IX. Enforcement**

For the policies herein to accomplish their security objectives, enforcement must be effective and continuous. The director of security has primary responsibility for this enforcement.

Enforcement begins in the security office:

- a. Strict control of security office un-issued decals and blank passes must be accomplished at all times. The director of security, working with appropriate officials, must also monitor the control of guest passes to the Inn.
- b. Decals must be issued carefully and efficiently and accurate records kept accounting for every serially numbered decal. Records will reflect the name of every island employee possessing a current employee pass.
- c. Records of offenders will be kept so appropriate action can be taken against repeat offenders.

The first line of security is the main gate. The shift supervisor is responsible for the performance of his shift. The director of security must frequently check the performance of gate personnel.

- a. Vehicles must be moved through the gate quickly, but never at the expense of good security.
- b. Vehicles must be slowed sufficiently to permit the scrutiny of pass expiration dates.
- c. Judgment must be used in the issuance of one-day visitor passes (e.g. a request for a pass to visit the Straw Market when the vehicle occupants are in bathing suits and carrying beach equipment).

The success of the pass system is dependant on supervision by patrols. With the admission policy, it is important for patrols to check constantly to ensure vehicles are visiting only authorized areas.

- a. Patrols will check vehicles in suspicious locations and random check vehicles during a patrol to ensure compliance with the pass system. When violations are found, appropriate tickets will be issued. If the driver is directed to the main gate, the shift supervisor will record the name of the driver on the notice (if not already known) and politely inform the driver of the violation and request compliance in the future. A record of the incident will be maintained in the security office.
- b. Patrols will pay particular attention to the one-day pass.
- c. It will be helpful for property owners to be aware of this policy. They should report any suspicious vehicles in their neighborhoods or any violations of this policy.

## **I. Enclosures**

- A. KICA Member (property owner) Bar Code request form

- B. Kiawah Island Long-Term Tenant Barcode Application and Lease Addendum
- C. Application for VIP Decal
- D. Application for Employee Decal with Rules and Regulations
- E. Application for Employee Pass with Rules and Regulations
- F. Commercial Decal/Pass Policy
- G. Commercial Bike Access Policy
- H. Eugenia Avenue Non-Association Members Decals