

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
SECURITY OF COUNTY FACILITIES, EMPLOYEES AND THE PUBLIC

Purpose –

To provide a uniform level of security for occupants and structures occupied by Salt Lake County. Security includes protection, access control, evacuation planning and emergency planning.

1.0 Definitions

- 1.1 County Facility - Any structure that houses Salt Lake County programs, activities and/or personnel.
- 1.2 Physical Security - Use of hardware, personnel or procedures to protect a facility, County employees and/or the public occupying a facility.
- 1.3 Security Activities - The operation and use of cameras, locks, alarms and other hardware devices; the monitoring of regular use of a facility; and planning for events that may cause harm to people and property.
- 1.4 Security Devices - Includes hardware such as locks, keys, alarms, cameras as well as associated electronic systems.

2.0 Physical Security of County Facilities, Employees and the Public

- 2.1 The agency responsible for a County facility is also accountable for its physical security.
 - 2.1.1 The agency must identify at least one merit employee to coordinate day-to-day security activities and participate in various training and planning programs for each facility where the agency is assigned responsibility.
 - 2.1.2 The agency is responsible to contact Protective Services, Risk Management and/or Facilities Management for assistance in security planning for the facilities that house their activities.
 - 2.1.3 The agency is responsible for the costs of locks, cameras, alarms, electronic access systems or other modifications to the facility intended to improve security.
- 2.2 The Salt Lake County Sheriff's Protective Services Unit will:
 - 2.2.1 Provide advisory services to County agencies and their facilities.
 - 2.2.2 Recommend security measures appropriate for an agency and/or County facility.
 - 2.2.3 Provide and coordinate training to County employees and the public on security issues such as developing plans, homeland security, personal protection measures, evacuation procedures and other security issues designed to protect people and facilities from harm.

- 2.2.4 Provide security services on a contractual basis and in emergencies when requested and officers are available.
- 2.2.5 Advise and make recommendations to Facilities Management, Risk Management and County organizations regarding any security related issues.
- 2.2.6 Protective Services officers may monitor employee and public access to any County property secured by Protective Services.
- 2.2.7 Provide security services on a contracted basis and in situations when requested based on officer availability.
- 2.3 County Facilities Management Division will select, install and maintain locks, cameras, alarms, electronic access systems or other devices for purposes of standardization.
 - 2.3.1 This work will take place only when requested by an agency or the Mayor and when the equipment is compatible with the facility.
 - 2.3.2 Documentation regarding facility security systems shall be maintained by Facilities Management.
 - 2.3.3 Facilities Management may select a contractor to do this work.
 - 2.3.4 An exception to this will be for correctional facilities where a high level of security is required and Facilities Management will work through a negotiated service agreement with the Sheriff's Office.
- 2.4 Risk Management may be consulted on security issues and shall assist County agencies on security issues.

3.0 Access to County Facilities

- 3.1 The agency housed in the facility is responsible to control access of their employees or patrons to the facility or their assigned space in that facility.
 - 3.1.1 The agency shall collect keys, identification cards and other County-owned equipment when an employee terminates or transfers to another facility or agency.
 - 3.1.2 The agency shall return employee identification cards, keys and access cards to Facilities Management when an employee is terminated from the County or transferred to another facility or agency.
 - 3.1.3 Employees' access to facilities should be limited to their normal working hours. Exceptions to this must be justified by their Division Director or Elected Official.
 - 3.1.4 Access to any facility that is assigned to Protective Services shall be coordinated with Protective Services. For security purposes, Protective Services may find it necessary to limit access to designated entrances during certain times.
 - 3.1.5 Agencies must identify spaces that need to be secured and coordinate access with Facilities Management and Protective Services where they determine appropriate.

- 3.2 Facilities Management will serve as system administrator for the Countywide access card program. The system administrator function includes the following:
 - 3.2.1 Program access cards for the Government Center with approval of County Protective Services and written approval of the Director of the Division/Elected Official assigned to that space.
 - 3.2.2 Program access cards for buildings outside of the Government Center with approval of the agency housed in the facility. If Protective Services has security responsibilities for buildings outside of the Government Center, both Protective Services and the agency housed in that facility will approve access.
 - 3.2.3 The system administrator shall keep a current list of active cards and shall verify with agencies on a annual basis that their active card list is valid. Employees shall notify their supervisor when their card is lost or stolen. Agencies must report lost and stolen cards to Facilities Management and to Protective Services.
 - 3.2.4 Cards that have not been used for one year will be deactivated. Facilities Management will contact an agency before a card is deactivated.
 - 3.2.5 Facilities Management shall not program their own employee's cards or issue master keys to allow access to County facilities without prior written notification to the agency controlling the facility.
 - 3.2.6 No employee shall have more than one access card without putting a justification for additional cards in writing to their Department Director or Elected Official.

4.0. Evacuation Plans

- 4.1 The agency housed in a facility will:
 - 4.1.1 Develop and maintain evacuation plans for the facility.
 - 4.1.2 Train employees and make occupants aware of the plan.
 - 4.1.3 Update the evacuation plan on a yearly basis and submit it to Risk Management by July 1st of each year.
 - 4.1.4 Design evacuation plans that are compatible with their programs and facilities.
 - 4.1.5 Conduct or cooperate with evacuation plan training and/or drills quarterly; with at least two drills or table top exercises conducted each year.
 - 4.1.6 Purchase equipment that is to be used in their facilities to assist in evacuations.
- 4.2 Protective Services will:
 - 4.2.1 Lead in coordinating evacuations in facilities where Protective Services has security responsibilities.
 - 4.2.2 Provide advisory services as requested in any County facility.

4.3 Risk Management will:

- 4.3.1 Administer the Countywide evacuation program.
- 4.3.2 Provide assistance to agencies and Protective Services in developing evacuation plans.
- 4.3.3 Review agency plans and keep records of evacuation plans for all County Facilities.
- 4.3.4 Provide, with the assistance of Protective Services, evacuation-training classes to all County employees.
- 4.3.5 Ensure that fire and evacuation drills, or “table top exercises” where actual evacuation is impractical, are carried out in all County Facilities.
- 4.3.6 Provide an annual report to each Department or Elected Official on the status of the evacuation programs for each facility they oversee.

APPROVED and PASSED this _____ day of _____, 2006.

SALT LAKE COUNTY COUNCIL

Cortlund Ashton, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney’s Office Date