

# Salt Lake Countywide Policy 3: Security of County Facilities (2018)

## **Purpose-**

To provide an appropriate level of security for structures owned and occupied by Salt Lake County and the persons occupying those structures.

- I. Policy
  - A. It is the policy of the County to provide adequate security for its employees, citizens, and property according to best practices.
  
- II. Definitions
  - A. County Facility - Any structure that houses Salt Lake County programs, activities and/or personnel.
  - B. Physical Security - Use of hardware, personnel or procedures to protect a facility, County employees and/or the public occupying a facility.
  - C. 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.
  - D. Security Devices - Includes hardware such as locks, keys, alarms, cameras as well as associated electronic systems.
  - E. As used in this policy, "Public Safety" means the Salt Lake County Sheriffs Public Safety Bureau.
  
- III. Physical Security of County Facilities
  - A. The agency responsible for a County facility will request adequate resources to ensure the facility's physical security.
    - 1. Each agency responsible for a County facility will assign an employee to be responsible for reviewing the facility's security needs. Facilities Management will take the lead and coordinate agency efforts in the Government Center.
    - 2. Each agency is responsible to contact Public Safety, Risk Management and/or Facilities Management for assistance in security planning for the facilities that house their activities.
    - 3. Each agency is responsible for requesting the costs of locks, cameras, alarms, electronic access systems, and other security devices or modifications to the facility intended to improve security.

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- B. The Salt Lake County Sheriffs Public Safety Bureau will:
1. Provide advisory services to County agencies about the security of their facilities, including, but not limited to, advice related to physical security, security activities, and security devices.
  2. Recommend to the Council security measures appropriate for an agency and/or County facility.
  3. Advise and make recommendations to Elected Officials, Facilities Management, Risk Management and County organizations as appropriate regarding any security related issues.
- C. County Facilities Management Division will oversee the selection, installation, and maintenance of security devices for purposes of standardization and best practices.
- D. Risk Management shall assist County agencies on security issues upon request.

### IV. Access to County Facilities

- A. 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.
1. The agency shall collect keys, identification cards and other County- owned equipment when an employee terminates or transfers to another facility or agency.
  2. The agency must identify spaces that need to be secured and coordinate access with Facilities Management and Public Safety where they determine appropriate.

APPROVED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2018.

SALT LAKE COUNTY COUNCIL

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Aimee Winder Newton, Chair

ATTEST:

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Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

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District Attorney's Office      Date