

# 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