

SECURITY PROGRAM

Program Element

[R2-10-207\(8\)](#)

Each agency shall develop, implement, and monitor “systems and procedures to protect the personal security of each employee and prevent loss of or damage to state property.”

Public offices can be targets for theft, unlawful entry, kidnapping, bombings, forcible occupation, and sabotage. Effective barriers, both physical and psychological, can reduce the likelihood of these threats. Crimes of opportunity are directed toward individuals or offices that have little or no security procedures and controls in place. Take stock of your present measures and possible weak points.

Definition:	An agency security program consists of procedures developed to ensure the protection of employees, the general public, and the agency resources. Security programs will vary depending on the unique aspects of the agency.
Why do I need this program?	OSHA requires employers to protect employees from recognized hazards. In addition to employee safety, each agency has a duty to protect state assets, which may include hazards arising internally and externally
How do I know if this program applies to my agency and my specific job hazards?	To determine if a security program is needed, the first step is performing an assessment of your security needs. An agency can then develop procedures to protect employees from those hazards and higher risk practices like money handling operations, working in isolated locations, working alone, public hearings and judgments, etc.
What are the minimum required elements and/or best practices for a Security program?	Arizona Administrative Code R2-10-207(8) requires implementation of a security program that provides: <ul style="list-style-type: none">● Security escorts;● Exterior lighting;● Identification badges, electronic access systems, and scanning devices;● Labeling systems, inventory control procedures, property removal procedures;● Key control systems;● Building and ground security systems and security cameras;● Alarm systems, electronic surveillance; motion detectors;

	<ul style="list-style-type: none"> ● Perimeter fencing; and ● Security patrol services. <p>Some buildings may be equipped with Panic Alarms as a method to supplement security-related communication.</p> <p>Some buildings may have specific emergency or security equipment that requires special knowledge or training and should be addressed in the Agency Emergency Action Plan.</p> <p>Agencies that are tenants in buildings are encouraged to work on facility-related elements of the security plan (e.g. door hardware, alarm systems, exterior lighting, etc.) with property managers and owners to clarify roles and responsibilities.</p> <p>Reference the Construction Site Safety and Security Program Element listed on the State Risk Management website, Loss Prevention Manuals.</p>
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>General training and best practices should address the following:</p> <ul style="list-style-type: none"> ● Workplace Violence De-escalation training ● Individual roles and responsibilities ● Threats, hazards, and protective actions ● Security assessments ● Notification, warning, and communications ● Harbor in place considerations ● Emergency response procedures ● Location and operation of security equipment ● Closure/Shutdown procedures <p>State Risk Management offers training on a variety of safety and risk related topics through the State's Employee Learning Portal (search the Library using the keyword "Loss Prevention") Training available includes, but is not limited to:</p> <ul style="list-style-type: none"> ● RM100WPV, Workplace Violence Avoidance ● ADRISKWPV, Workplace Security and Violence Awareness ● ADRISKWKVC, Workplace Violence and Aggression ● ADRISKSHOOT, Active Shooter - Run, Hide, Fight

<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>A written security program can be an independent program or included in the Agency Emergency Action Plan.</p> <p>Training Records can be maintained through the State's Employee Learning Portal.</p> <p>Records should be maintained in accordance with Regulatory, State, and your Agency's specific retention schedules. Consult with those entities to determine how long to maintain records.</p> <p>The Secretary of State, State Library, Archives and Public Records website is a great resource for your Agency's specified retention schedule.</p>
<p>Are there any resources available that can assist me in putting together a Security plan?</p>	<p>Yes. Loss Prevention Consultants are available who can assist managers and supervisors in identifying potential hazards, and guide agencies on the establishment of program elements.</p> <p>For assistance contact State Risk Management, Loss Prevention at rmdlossprevention@azdoa.gov.</p> <p>An excellent resource for communicating active situations and updates is the DPS Capitol Mall Emergency Alert System ("Mass-Comm"), available to state employees working in the Phoenix or Tucson Capitol Malls.</p> <p><u>Additional Resources</u></p> <ul style="list-style-type: none"> ● Fire-Life Safety Risk Management ● OSHA Safety and Health Topics: Workplace Violence ● NIOSH Workplace Violence Prevention Strategies and Research Needs Retrieved ● Security Checklist samples: <ul style="list-style-type: none"> ○ Building - Workplace Security Checklist ● Police for non-emergency situations: <ul style="list-style-type: none"> ○ DPS Capitol Mall: (602) 542-4580 (or contracted security provider Monitoring Unit)