

# SECURITY PROGRAM

## *Program Element*

**R2-10-207 9**

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

**Definition:** A security program consists of procedures developed to protect the employee from harm due to robberies, violence in the workplace incidents and to protect the agency resources from theft or damage.

**Who should develop this program?**

**Guidelines and Criteria:** 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. For instance, an agency may need to develop procedures to protect employees from risk associated with money handling operations, working in remote locations etc. Arizona Administrative Code R2 –10-207 9 requires as a minimum that agency implement:

- Security escorts, exterior lighting, identification badges and electronic systems
- Labeling systems, inventory control procedures, property removal procedures and key control systems
- Building and ground security systems, alarm systems, electronic surveillance, perimeter fencing and security patrol services

Depending on the size of the agency, one person or a team within the agency should be responsible for coordinating the development of the plan. If a team approach is used, consider assigning employees representing facilities maintenance, information technology systems (computer data), key supervisors and employees from geographically separated facilities. The agency Loss Prevention Coordinator will usually be the person coordinating the efforts of the plan development and reporting the progress to the agency Loss Prevention Committee who will implement the procedures required.

**What are some key considerations when developing this program?**

When developing an agency security plan look at the following elements:

**Employee Security Issues/Concerns**

- Employees whose duties require handling money are at increased risk of danger from theft and robbery. If employees must handle money transactions ensure that procedures are developed to protect them from the inherent dangers. Some considerations may be hiring a contract service to transport money to banking facilities for deposit, hidden “panic alarms” at the customer service counters, periodic training in theft and robbery prevention techniques, video surveillance cameras in the customer service area and barriers to prevent unauthorized access in areas where cash is handled or stored as well as the installation of safes or vaults.
- Buddy systems or escorts for employees who work after hours or in remote locations
- Employee education and training programs on security risks they may be exposed to in the course of employment
- Electronic access into employee work areas
- Employee identification badges
- Procedures for reporting security issues or concerns
- Procedures for reporting domestic violence issues that may impact the security of those in the workplace

**Facility and Resource Protection**

- Labeling systems for identification of state property. This may be in the form of labels affixed to the property or engraving identification marks on the equipment itself.
- Inventory control procedures to ensure equipment are maintained in the agency
- Key control systems to limit access to facilities and property
- Adequate facility lighting
- Adequate storage for property and equipment
- Fencing and/or alarm systems

**Are there any resources available for training staff members and employees on violence in the workplace issues?**

**Yes.** The Capitol Police have an outstanding program for training managers and employees on a wide range of issues related to workplace and domestic violence. They can be contacted at 602-542-0362.