

SECURITY PROGRAM

Program Element R2-10-207(9)

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.”

Government 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 remote 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(9) requires implementation of a security program that provides: <ul style="list-style-type: none">• Security escorts;• Contractor background checks;• Exterior lighting;• Identification badges, cyber security and electronic systems;

	<ul style="list-style-type: none"> • Labeling systems, inventory control procedures, property removal procedures; • Key control systems; • Building and ground security systems; • Alarm systems, electronic surveillance; • Perimeter fencing; and • Security patrol services <p>Some buildings are equipped with Panic Alarms for guidance on the criteria. For clarification on testing and operation see the Activation Checklist.</p> <p>Some buildings may have specific emergency or security equipment that requires special knowledge or training check the Critical Operation Shutdown Procedures guidance explains that process.</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"> • 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>Are there specific requirements for documenting the program, training, etc...?</p>	<p>Available on the State Risk, Loss Prevention web page under Additional Training Resources are training links that address additional security and emergency issues like: Suspicious Mail and Packages, AED/CPR, Shots Fired/Active Shooter and Terrorism Awareness.</p> <p>An excellent resource for communicating active situations and updates is the DPS MASS/COMM system, available to buildings ADOA owned or Leased buildings.</p>

	<p>Contact State Risk Management for an available Security Assessment checklist.</p> <p>Training Records can be maintained through the Arizona Learning Center through the HRIS/Y.E.S. website.</p>
<p>Are there any resources available that can assist me in putting together a Security plan?</p>	<p>State Risk Management may be able to assist in developing site or topic specific safety training. Contact State Risk Management at 602-542-2175 to discuss your training needs with one of our consultants.</p> <p>Resources:</p> <p>OSHA Safety and Health Topics: Workplace Violence. Retrieved https://www.osha.gov/SLTC/workplaceviolence/</p> <p>NIOSH Occupational Violence Training and Education http://www.cdc.gov/niosh/topics/violence/training_courses.html</p> <p>NIOSH Workplace Violence Prevention Strategies and Research Needs Retrieved http://www.cdc.gov/niosh/docs/2006-144/</p>