

Subject: SECURITY

Date: May 17, 2017

Pages: 1 of 2

Replaces Policy Dated: April 14, 2003

PURPOSE: To establish policies relating to the security of Pinal County property and employees.

STATEMENT OF POLICY: The property of Pinal County is public property belonging to its citizens. Pinal County employees will conduct themselves in the performance of their duties in a manner that will assure that public property is protected from harm and misuse.

ID Cards. All Pinal County employees will be issued an official identification card which will include the following: color photograph, appropriate seal, employee name, badge number, employee signature, and signature of issuing authority. ID cards are issued by the Pinal County Human Resources Department, County Attorney, Sheriff, and Court Administration for their respective employees. All new employees must be processed for and be issued ID cards within the first month of their employment. All County employees, except sworn peace officers, will wear their County ID card in a manner which is clearly visible at all times while on duty. Upon separation from County service, the County ID card will be surrendered to the Human Resources Department during exit processing.

Lost, stolen, or non-functioning ID cards issued by the IT Department may be replaced at no cost for a single occurrence during the fiscal year. Multiple occurrences during the same fiscal year will result in a \$10.00 fee being assessed to the employee for each additional replacement in order to cover County time and material costs.

Entry to County buildings and departments governed by access card readers may be made **only** by use of the card reader. County employees are prohibited from allowing anyone to use their identification/access card for any purpose including gaining entry.

Security. Vendors are not permitted to sell items on County property without a permit as required by County ordinance. This includes, but is not restricted to, such items as food, jewelry, crafts, and newspapers. County staff encountering any vendors without permits is to politely, but firmly advise the vendor of this County policy. Permits may be obtained through the Facilities Management Department. There are certain highly secure areas. These include but are not limited to, the Treasurer's Office, the Data Processing Department, Sheriff's Department, County Attorney's Office, Human Resource Department and Superior Court. Such offices may adopt security regulation including visitor passes, metallic screening devices, and incendiary screening as deemed appropriate by the responsible department. Any such screening measures will be accomplished in a manner determined by the Pinal County Sheriff's Department.

Firearms and Explosive Devices. No Pinal County employee, with the exception of sworn peace officers, animal control officers, or other authorized personnel in the performance of their duties, may at any time be in the possession of a firearm, ammunition, or an explosive device in a County building. Possession is defined as carrying on one's person, in a container of any type, or placement in a desk, office or other place. Violation of this policy may result in serious disciplinary action up to and including discharge.

Bomb Threats. Any Pinal County employee receiving a verbal or written bomb threat shall immediately notify the nearest law enforcement agency by the most expeditious means possible Officials of that agency, whether the

Pinal County Sheriff's Department, a municipal police department, or the Arizona Department of Public Safety, will give instructions regarding evacuation, if deemed necessary. Those instructions are to be carried out promptly and without question.

Fire Control. The Pinal County Facilities Management Department is responsible for providing Fire Extinguishers, Evacuation Plans, Conducting semi-annual fire drills for occupants of all Pinal County buildings, providing, with the participation of local Fire Departments, annual instruction for all County employees in fire prevention and fire extinguisher use.