

## General Services Agency Requested Responses

### VENTURA COUNTY HALL OF ADMINISTRATION: SAFETY, SECURITY, AND EXECUTIVE PROTECTION

**R-01:** The signage on the east facing main entrance of the HOA reading "no weapons" should be made more visible and easier to read by affixing an opaque white background to the signs, similar to the weapon signage on the lobby doors of the VCSD main jail facility. (C-02)

**Concur.** The signage will be modified per your recommendation. The relevant penal code 171b will also be added. The estimated completion date is October 2008.

**R-02:** The north entrance doors to the HOA should have weapon signage affixed to them. Since this entrance is not intended for public use, these doors should be configured as egress only. Access through this door could be provided for authorized employees via a pass card or a key pad. (C-01, C-02)

**Concur.** Signage will be placed on the north entrance, which is identical to the main entrance. A plan to configure the north entrance for authorized employees is already in the works. The project involves replacing the existing manual doors with automated doors, both for ADA accommodation and to enhance security control capabilities. The project also includes the installation of an access card reader that will allow all to exit, but will limit entrance to approved badge holders only. The estimated completion date is October 2008.

**R-03:** During normal business hours a marked security screening checkpoint for weapons or other unauthorized items should be set up in the east facing main entrance foyer. Exiting persons could be screened to assure County owned property is not being illegally taken from the building. (C-01, C-03)

**Does Not Concur.** The issue of security screening was addressed in a County Counsel opinion (April 16, 2002) that stated

"Members of the public have a right to use the Government Center to conduct their usual business activities, such as seeking information from the Tax Collector, Recorder, County Clerk, Resource Management, etc. Such a right should not be interfered with absent a compelling reason for doing so. You have provided no such justification other than a wide-reaching concern that County property may be subject to terrorism, which concern equally applies on a national scale and to a variety of facilities, both public and private. As set forth above, if the policy is to survive a court challenge, it should be supported by sufficient dispassionate facts to justify the intrusion to the general public."

Although this response was geared towards terrorism, the sufficient cause is absent and the issue of a court challenge still applies.

There is no history of violent crimes, shootings or other incidents involving weapons in the Hall of Administration. While there is no guarantee that such acts will not happen in the future, there is also no compelling case to be made for creating an "intrusion to the general public". Furthermore, employee theft has not been a problem significant enough to warrant exit screening.

**R-04:** The County's policy and procedures relative to security would be strengthened by amending County Ordinance 4036 to include items that should be excluded from public meetings, e.g., unauthorized amplified sound, large picket signs, large posters/banners, food, and drink. The amendment should also address cell phone and pager usage in public meetings. (C-04)

**Does Not Concur.** The General Services Agency respectfully disagrees with the Grand Jury, as the exclusion of picket signs, posters/banners, etc., may pose limitations to free speech which may have legal ramifications.

**R-05:** The BOS should request the Sheriff to assign a VCSD deputy to serve as a Sergeant-at-Arms for each public BOS meeting. (C-01, C-04)

**Concur.** This recommendation was previously implemented by the Sheriff's Department on October 2006. The Sheriff's Department provides a plain clothed, armed Sheriff's Deputy at every Board of Supervisor's meeting. In addition, close attention is paid to items on the agenda that may create high turn out, have a history of extreme reaction, or create the possibility of extreme reaction. Under those or other circumstances where an elevated presence of security or Law Enforcement personnel is warranted, appropriate adjustments are made.

**R-06:** The dais where the Supervisors sit in BOS chambers should be modified to incorporate protective ballistic shielding. (C-01, C-04)

**Partially Concur.** This recommendation is under consideration.

**R-07:** A duress (panic) alarm should be installed at the BOS Chairman's position. (C-01, C-04)

**Concur.** Duress alarms are already in place at the Chairman's seat as well as the Clerk of the Board's seat.

**R-18:** The Clerk and Recorder should coordinate security planning and operations with GSA. (C-05, C-06)

**Concur.** GSA has previously implemented this recommendation. All County

Clerk and Recorder staff attend mandatory Workplace Security Training every two years. GSA and the County Clerk's Office continue to coordinate security planning and operations in response to planned demonstrations by outside groups at the Clerk and Recorder's Office. GSA regularly monitors all video signals from the seven cameras in the County Clerk's Office main floor offices

**R-19:** The fourth floor of the HOA should have secured access. (C-01)

**Concur.** A number of initiatives have been under consideration to enhance the security of the executive offices on the fourth floor. These include the installation of additional card readers placed at strategic locations, strategically placed cameras, and improved visitor control and routing that will keep general visitors off that floor. This work is expected to be completed by GSA in February 2009.

**R-20:** The foyer/lobby to the County Executive Office (CEO) should be monitored by a security camera. (C-01)

**Concur.** GSA is currently implementing this project as part of the initiatives discussed in R-19 above.

**R-21:** The entrance door to the interior office space of the CEO's lobby should be locked during normal business hours. (C-01)

**Do Not Concur.** Will not be required once all initiatives are completed as discussed in R-19 above.

**R-22:** A duress (panic) alarm should be installed in the reception lobby of the CEO's office. (C-01)

**Concur.** Such an alarm is currently installed in the reception lobby of the office.

**R-23:** A security camera should be installed in the inner reception lobby of the BOS offices. (C-01)

**Concur.** Such a camera will be part of the initiatives discussed in R-19 above.

**R-24:** A duress (panic) alarm should be installed in each BOS office. (C-01)

**Concur.** Such alarms are currently installed in each BOS office within the Hall of Administration.

**R-25:** A centralized notification system should be implemented to simultaneously alert all employees of critical incidents in each building of the GC. (C-04 through C-06)

**Concur.** A public address system, capable of broadcasting live and/or pre-

recorded messages, already exists for all public access buildings at the Government Center.

**R-26:** County departments headed by an elected official, such as the TTPG and the Clerk and Recorder, should have a representative attend the bi-monthly County Physical Security Council meetings. (C-04, C-05)

**Concur.** A letter of invitation drafted by the Council Chair and been sent by GSA to the Treasurer/Tax Collector, Clerk/Recorder, and the Auditor-Controller.

**R-27:** All County employees working for a department headed by an appointed or elected official should receive the same security and awareness training. Specialized training should be provided by security professionals as designated and approved by the VCSD. (C-01, C-04 through C-06)

**Concur.** Security and Awareness training is currently provided to all departments. The County of Ventura Administrative Policy Manual, Policy No. Chapter IV (B)-2, establishes security training standards and guidelines. This training is provided by the Human Resources Division and is provided to every new employee with mandatory refresher training provided every four years. Topics covered include Security Awareness, Workplace Violence, Computer and Network Security, Bomb Threat Response and Mail Handling.