

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

**PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS DEPARTMENT
ELECTRONIC SERVICES AND SECURITY DIVISION**

**SUBJECT: AFTER-HOUR ACCESS TO PALM BEACH COUNTY
FACILITIES WITH A HUMAN SECURITY PRESENCE**

PPM#: CW-L-007

ISSUE DATE

June 12, 2015

EFFECTIVE DATE

June 12, 2015

PURPOSE:

To manage After-Hours access to County facilities with a human security presence.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Facilities Development and Operations.

AUTHORITY:

- PPM CW-L-033 Physical Security Programs in County Owned & Leased Buildings;
- PPM CW-L-041 Access Systems and
- PPM CW-L-042 Prohibition of Weapons in the Palm Beach County Facilities.

DEFINITIONS:

After-Hours: The hours in a day other than Business Hours.

Business Hours: The hours in a day when the facility is open to the public.

Emergency Hours: The hours in a day where there is no contract security company or County security presence.

Facility Access Plan (FAP): Work plans completed by Project Managers identifying the detailed logistical (personnel, materials, tools and equipment) and security requirements required to complete the work.

FDO: Facilities Development & Operations Department.

PBSO: Palm Beach County Sheriff's Office

Support Groups: Facilities Management Division (FMD), Electronic Services & Security (ESS) and Information Systems Service Department (ISS) collectively.

POLICY:

It is the County's policy to restrict and narrowly manage After-Hour access to County facilities in order to safeguard personnel and property.

For County Courthouse facilities:

No person may enter a Courthouse, or Facility which includes a Courthouse within it, After-Hours without first being screened at the entrance by contract security or a PBSO deputy. After-Hour access to judicial chambers is strictly prohibited without prior written approval from Court Administration, except in cases of exigent circumstances where the requirements for Emergency Hours must be followed.

For County Administrative facilities:

Persons are allowed to enter Administrative facilities After-Hours provided that they have been approved for and granted perimeter access.

1. PROCEDURE FOR COURTHOUSE FACILITIES WITH SCREENING REQUIREMENTS

Each department/constitutional office shall maintain up-to-date lists of employees who are authorized for After-Hour access. The After-Hour List shall be updated and sent monthly in electronic format to FDO-ESS-SUPPORT@pbcgov.org. Only employees on the After-Hour List will be permitted to enter the facility.

Should changes be required to the After-Hour list in between the scheduled updates, that change should be immediately forwarded in electronic format to FDO-ESS-SUPPORT@pbcgov.org. ESS will then notify the Palm Beach County Sheriff's Office Court Security Office at the Main Courthouse.

A. Personnel authorized for recurring/on-going After-Hours access:

1. Each department/constitutional office shall submit requests for After-Hours access to FDO-ESS-SUPPORT@pbcgov.org on an ESS Access Request Form for each individual requiring After-Hour access.
2. Employees, even with approved Access and included on the authorized After-Hour List, shall sign in-and-out at the security desk in the facility lobby whenever they work during After-Hours.

B. Personnel authorized for one-time or occasional After-Hour access:

1. Departments/Constitutional Offices shall complete After-Hour access requests as described in 1.A.1 above. All After-Hour access request forms need to be received no later than 3:00 p.m. on the business day preceding the need for access or at least three (3) calendar days in advance of access on a County holiday. Only employees on the After-Hour list will be permitted to enter the facility After-Hours.
2. Departments/Constitutional Offices shall also notify FDO-ESS-SUPPORT@pbcgov.org if they are scheduling After-Hours or weekend meetings by 3:00 p.m. on the business day before access is requested. Meeting participants will be required to sign in-and-out on the log. This sign-in requirement may be waived by the ESS/Security Section depending on the nature and/or size of the meeting.
3. Attorneys and the public may use the Main Courthouse Law Library After-Hours during the published Law Library schedule. They must sign in-and-out at both the main screening location in the courthouse lobby and also in the library.

C. Personnel Requiring Emergency Hour Access to Courthouses, or Facilities which include a Courthouse

1. Support Groups and Court personnel who may require access during Emergency Hours shall be identified on a list maintained by ESS and periodically provided to the PBSO Command Center. County support groups are required to update their After-Hour staff lists and submit to FDO-ESS-SUPPORT@pbcgov.org by January 15th and June 15th of each year or as required due to changes in staff. These lists will be forwarded to the Command Center for use as identified in this section.
2. Support Groups and Court personnel accessing a Courthouse during Emergency Hours shall strictly adhere to the procedures of this Section or be subject to disciplinary action.
3. Support Groups and authorized Court personnel responding to a call-out during Emergency Hours shall call the PBSO Main Courthouse Command Center and notify them that an on-site response is required. This Command Center notification shall occur immediately after it is known that an on-site response is required.
4. The PBSO Main Courthouse Command Center will dispatch a PBSO deputy to conduct screening for required entry.
5. If a PBSO Court Security Deputy is not on-site when personnel of a Support Group arrives on-site, the personnel requiring entry shall call the Command Center a second time and advise that entry is being made. The Command Center will be advised as to the location within the courthouse the work is being conducted.

6. If PBSO does not arrive to the site prior to Support Group Staff finishing all necessary work, Support Group Staff shall call the Command Center and advise they are finished and leaving.
7. Each employee of the Support Group and authorized Court personnel entering the Courthouse are required to sign in-and-out at the security desk in the facility lobby.
8. For those specific persons exempt from screening pursuant to PPM CW-L-042, it is recommended that a call be made to the Command Center upon arrival and departure to any Courthouse facility in case of emergency.

D. After-Hour Access by Contractors/Vendors:

1. All work by Vendors/Contractors, whether initiated by a department or constitutional office, is required to follow the procedures set forth in this Section.
2. All work being conducted After-Hours will require a FAP be completed and submitted to ESS for review and approval no later than 3 weeks in advance of the project start date. The FAP Form can be found on the FDO website.
3. The vendor must sign-in-and-out on the facility log. All vendors/contractors requiring access After-Hour require an escort by the department/constitutional office at all times.
4. All contractor, sub-contractor or Vendor personnel wishing to gain After-Hour entry must have an escort in addition to completing the required County Criminal History Record Check and all personnel must wear the County issued ID at all times when working on site.
5. All Project Work should be scheduled during Business Hours unless the work interferes with regular operations or is too complex to complete during Business Hours. All costs associated with supporting After-Hour work are the responsibility of the Department/Constitutional Office initiating the project.
6. PBSO Command Center will authorize After-Hour access based on an approved FAP or for emergency purposes for all contractors and monitor any After -Hour access throughout the facility consistent with its written procedures.
7. PBSO is required to record a second form of ID from any contractor approved for access but not listed on a FAP as authorized to enter the courthouse After-Hours or without a county badge. This information will be entered into the log book.

2. PROCEDURE FOR FACILITIES WITHOUT SCREENING REQUIREMENT:

Each department/constitutional office shall maintain up-to-date lists of employees who are authorized for After-Hour access into facilities without screening requirements.

A. Personnel authorized for recurring/on-going After-Hours access:

1. Any employee that holds a county issued access badge will be allowed access into the facility via card access at any perimeter door if the employee has access rights for After-Hours.
2. Employees, even with approved access forms and when identified on the authorized After-Hour List, shall sign in-and-out at the security desk in the facility lobby whenever they work during After-Hours or call the security desk and report they are working in the building.

B. Personnel authorized for a one-time or occasional access:

1. Complete ESS access request form for each employee and submit to FDO-ESS-SUPPORT@pbcgov.org. Request should include whether department/constitutional office is requesting a one-time perimeter access request or asking County Security to allow entry into the facility. The department/constitutional office shall forward the form by 3:00 p.m. on the business day before access is needed or by 3:00 p.m. on Friday for weekend access.
2. Departments/Constitutional Offices shall also notify FDO-ESS-SUPPORT@pbcgov.org if they are scheduling After-Hours or weekend meetings by 3:00 p.m. on the business day before access is requested. Meeting participants will be required to sign in-and-out on the log. This sign-in requirement may be waived by the ESS/Security Section depending on the nature and/or size of the meeting.

C. After Hour Access by Contractors/Vendors:

1. Departments/Constitutional Offices are required to comply with 1.D Paragraphs 1, 3, 4 and 5 above for all vendors/contractors requiring After-Hours access. In addition, the department/constitutional officer is responsible to notify the Facilities Regional Manager when vendors/contractors require After-Hour access.



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Supersession History:

1. PPM# CW-L-007, issued 7/1/88
2. PPM# CW-L-007, issued 3/1/94
3. PPM# CW-L-007, issued 6/19/2000
4. PPM# CW-L-007, issued 3/13/2013