

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS (FDO)
SUBJECT: SECURITY PROGRAMS IN COUNTY OWNED AND COUNTY
LEASED BUILDINGS
PPM#: CW-L-033

ISSUE DATE:
August 23, 2023

EFFECTIVE DATE:
August 23, 2023

PURPOSE:

To assign responsibilities and provide guidelines for the security of employees, customers, and physical property owned and leased by the County.

UPDATES:

Future updates to this PPM are the responsibility of the Director of FDO.

AUTHORITY:

- PPM# CW-L-007, After-Hour Access to Palm Beach County Facilities with a Human Security Presence, as may be amended;
- PPM# CW-L-030, Requests for Radios, Public Safety Radio System BDA (Bi-Directional RF Amplifier), Fire Systems, Security Systems, Audio/Visual Systems & Closed Circuit Television Systems, as may be amended;
- PPM# CW-L-041, Access System, as may be amended;
- PPM# CW-L-042, Prohibition of Weapons in Palm Beach County Facilities, as may be amended;
- PPM# CW-L-044, Criminal History Records Check, as may be amended;
- PPM# CW-O-022, Fire Safety and Emergency Evacuation Procedures, as may be amended;
- PPM# CW-O-040, Requests for Facilities Related Services, as may be amended.

DEFINITIONS:

Access Card: A uniquely encoded card that is programmed to grant access through the secured doors controlled by the electronic access system.

CID: Capital Improvements Division of FDO.

CPTED: Crime Prevention through Environmental Design.

Design Consultant: A consultant retained by the County on a contracted basis who provides the administration, review and coordination services on any construction project.

Electronic Security: Access-control systems, intrusions alarms, Closed Circuit TV (CCTV), scanning equipment (e.g., metal detectors, x-rays), and other electronic deterrents to unauthorized entry. Electronic Security can often be monitored from remote locations as well as at the site.

ESS Project Lead: Electronic Services and Security Division (ESS) staff person assigned to a particular project that assists and/or completes the scope of work after assessing the user needs and is the point of contact for all correspondence related to that project for ESS.

Hierarchal Locking Architectures: Systems of grand-master, master, sub-master, and individual keys for a facility.

ID Card: A photo identification (ID) card issued by ESS Access Section that identifies a person's full name and company for whom they work.

Physical Security: Locks, gates, bollards, barriers, impact-resistant (bank-style) partitions, and other physical deterrents to unauthorized entry. Physical Security does not include any Information Technology Security Programs.

Project Manager: A County employee or a contracted individual who is responsible to monitor a project including program, budget and schedule.

Request for Project Assignment (RFPA) - FDO form used to request any new electronic system that alters, adds or modifies the operating or performance parameter of any existing electronic system. The RFPA form is available on the FDO forms page of the County intranet site.

Security: Using a combination of personnel (see "Staffed/Manned Security"), physical restrictions (see "Physical Security"), and electronics (see "Electronics Security") to protect the County's employees, customers, and physical property.

Staffed/Manned Security: Security officers who are either stationed on-site at a specific facility or who visit the site as part of regular patrols.

POLICY:

It is County policy to implement and maintain security programs in line with industry best practices for access control, master keying, CPTED concepts, Staffed/Manned Security operations, and enhanced security needs. ESS is responsible for evaluating, recommending, and implementing security needs at County-owned or leased facilities for both new construction and existing facilities.

ESS is responsible for providing security services at County facilities. ESS is aided by other FDO Divisions (e.g. Facilities Management and Capital Improvements), if ESS's security recommendations involve modification/construction to the facility.

The Department of Airports will have the same authority as FDO/ESS for the development and implementation of a security programs but will, to the greatest extent practical, comply with the intent of this PPM.

FDO/ESS can assign, by written memorandum, the administration and/or implementation responsibilities of this PPM to any Department.

PROCEDURE:

ESS will work with the requesting Department or Constitutional Office to identify and define security needs and recommend solutions.

A. The County is participating in the general trend to implement access-control systems for new construction or major upgrades. Except for small facilities (where it may not be cost-effective), ESS will specify card access systems in lieu of distributing keys for perimeters, common areas, and special needs areas for new facility construction and major upgrades of existing buildings. Wherever possible, employees will receive Access Cards rather than keys. ESS will periodically select a standard for electronic Access Cards. This Access Card will then be specified to be accepted by all new card access systems to be installed. This will allow employees to use the same Access Card at multiple facilities.

1. All County employees are required to have either an Access Card or an ID Card.
2. For county employees working in facilities without an access control system, a county ID Card will be issued.
3. County employees accessing facilities with an access system are required to have a County Access Card, showing their name, picture, and their department name. Each County employee's Access Card will be programmed for perimeter access into a facility and entry into restricted spaces upon approval.
4. Departments must arrange with the ESS Access Section to issue/activate/deactivate employee Access Cards.
5. County employees are required to individually swipe at all secured access locations that require a card swipe to gain entry.
6. Contractors are required to have an Access or ID Card; See PPM# CW-L-044

- B. ESS has specified proprietary security locks-and-keys to be used to secure perimeter doors as well as certain interior space, such as mechanical closets, records storage, etc. ESS obtains this proprietary equipment from the manufacturer and distributes it for installation.
- C. ESS personnel will participate in the planning and design process for all new County construction to review the plans for conformance to CPTED principles.
- D. **ESS Forms:** User Departments and Constitutional Offices can use the following ESS forms to request security changes/enhancements and access after-hours to courthouses and jails to perform project work. The following forms are available on the FDO “forms” page of the County intranet site.
 - 1. Access Card Request – Used to request an ID or Access Card for a County employee or contractor.
 - 2. ESS Work Order – Used to request security or electronic maintenance services or requestor can email.
 - 3. Facility Access Plan Form (FAP) – Used to identify requirements to be met for after hour access to courthouses and jails.
 - 4. Project Information Form and Contractor/Subcontractor Form – Used to request a background check for contractors/vendors.
 - 5. Request for Project Assignment (RFPA) – Used to request any work that alters, adds or modifies any existing space or system.
- E. ESS is the County’s resource manager for County security officers, contract security guards and law enforcement services. County Departments and Constitutional Officers occupying County owned or County leased buildings, must notify ESS of the need for Physical Security.
 - 1. For security or law enforcement services, the requesting Department should notify the ESS Security Manager of the need for enhanced security. If County/contract security or law enforcement services are recommended, the ESS Security Section will work with the requesting department to ensure the needed service is funded. Staff can be provided by County-employed security officers, contracted security guards, and/or Palm Beach Sheriff’s Office deputies.
 - 2. ESS Security staff will consult with the Department to review the situation and may recommend security staff for special events, business-hours-only, 24x7, or any combinations of days and hours, which may be appropriate for the need. Additionally, ESS may recommend other solutions, which may include enhanced Physical or Electronic Security.
 - 3. The ESS Security Manager will then assist the user agency in developing “post orders” for the selected security service or law enforcement officers, develop schedules, and act as the liaison between the County and the security or law enforcement provider.

- F. For enhanced security needs, County Departments and Constitutional Offices must request that ESS complete a security assessment.
1. ESS will interview occupants, tour the facility, review any history of incidents, and develop recommendations by completing a security assessment.
 2. After the requesting Department/Constitutional Office reviews the security assessment they can submit an RFPA to their Facilities Management Region for any work they would like to pursue.
 3. Once the Project is assigned to ESS, the following steps will be taken:
 - a. ESS staff will review the request with the Department/Constitutional Office and research appropriate Physical and Electronic Security enhancements.
 - b. ESS will develop the specifications and work with CID to provide a cost estimate to the requesting department.
 - c. The requesting department will approve the recommendation and identify the funding source.
 - d. When Electronic Security enhancements are required, ESS staff will act as the Project Lead for the implementation (i.e., they will schedule the project, purchase necessary materials, coordinate with other FDO Divisions and/or outside contractors).
 - e. When physical changes to the facility are required, ESS will work with CID and assist as needed with the implementation (i.e., they will schedule the project, purchase necessary materials, coordinate with other FDO Divisions and/or outside contractors).
 - f. ESS will monitor the ongoing project status and inspect/test the equipment when the vendor completes the installation.
 4. For new projects, County Departments and Constitutional Offices must consult with ESS (along with their construction Project Manager – e.g., CID, Airports, Engineering, ERM, etc.), during the planning and design cycle for new facilities, to provide specifications for facilities' electronics and security.
 - a. ESS, the construction Project Manager and/or Design Consultant will jointly meet with the proposed occupant Departments/Constitutional Offices to discuss security requirements for the planned facility. These will include the fire and intrusion alarms, key/locking hierarchy (Hierarchical Locking Architectures), access-control system, and requirements for other Electronic Security systems or security personnel.
 - b. ESS staff will issue specifications for the facility Electronic and Physical Security and submit them to the construction Project Manager, Contractor and/or Design Consultant for inclusion in the construction documentation.
 - c. ESS will determine requirements for on-site security staffing (or periodic security patrols) and will provide information for budgeting.
 - d. ESS will review the plans as the construction life-cycle continues.

- e. At completion of the project, ESS staff will conduct acceptance testing of the systems.
- G. Should any County Department or Constitutional Office be required to make security changes due to any new regulatory requirements or a change due to mandated operations that involves a security requirement, ESS must be notified as soon as possible. ESS will work with the requesting Department/Constitutional Office to implement the necessary security requirement. All steps outlined in Section E of this PPM shall be followed to ensure effective implementation of the enhanced or new security requirements.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. Administrative Order No. 5-4, ordered 07/27/1976
2. PPM# CW-L-033, effective 4/25/1994
3. PPM# CW-L-033, effective 12/18/2000
4. PPM# CW-L-033, effective 11/1/2007
5. PPM# CW-L-033, effective 9/16/2013
6. PM# CW-L-033, effective 11/6/2018