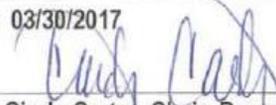


# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-27-17 Date Signed
LAST REVISED: 10/12/16	CONTACT: Human Resources

## 1103 – Security Policy & Procedures

### 1103.1 Security Concern Contacts

- 1103.1.1 Immediate, critical security concerns should be reported to MACC Dispatch by calling “911”.
- 1103.1.2 In cases of immediate, critical security concerns, also contact the Sheriff’s Office **after calling “911”** should time permit.
- 1103.1.3 The Risk Manager (Administrative Services Coordinator) and Director of Human Resources are contacts for County employees regarding security issues/concerns not identified in Sections 1103.1.1 and 1103.1.2 above. Both the Risk Manager and HR Director are to be immediately advised of any security or potential security concerns.
- 1103.1.4 Grant County created a Grant County Courthouse Security Committee through Resolution 96-65-CC whose membership was amended through Resolution 03-153-CC. The Committee was formed to develop policy recommendations to the BOCC based on defined security needs to enhance the safety of officials, courthouse personnel and visitors conducting business in the courthouse.
- 1103.1.5 BOCC/County resolutions, policies, etc. relating to the Security Committee will be revisited and modified or replaced, as necessary, to meet BOCC expectations as well as the stated objectives of the Security Committee.

### 1103.2 Employee Identification Badges

- 1103.2.1 A County Identification (ID) Badge is issued to County employees upon hire for the dual purpose of readily identifying County employees and other authorized personnel while providing measured protection against unauthorized personnel and intruders from entering designated secure and/or limited work access areas.

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- (a) Human Resources is responsible for the design, issuance, and replacement of employee ID badges, except for the Sheriff's Office which is responsible for the design, issuance, and replacement of employee ID badges for its employees.
- (b) Each employee is responsible for safeguarding his/her own ID Badge. Any lost or stolen ID Badge is to be reported immediately to the employee's supervisor and a Grant County Identification Badge Request form is to be completed and signed by both the employee and the Elected Official/Department Head.
- (c) An ID Badge will be re-issued in instances in which a badge has been damaged, lost, stolen, misplaced, or the appearance of the employee has changed to the degree that the photograph is no longer a recognizable resemblance of the employee. Any replaced ID Badge in the employee's possession shall be sent to Human Resources for destruction.
- (d) ID Badges are not to be loaned to any other person for any reason.

1103.2.2 All Elected Officials/Department Heads and employees are required to have on their person an ID Badge provided by the County while on any County work site, with the exception of law enforcement assignments and others that require anonymity, as determined by the Elected Official/Department Head.

1103.2.3 ID Badges are to be prominently displayed on the front of the person below the neck and above the hips, and are to be worn clipped to a piece of outer clothing or worn around the neck on a breakaway lanyard, with the following exception:

- (a) For safety purposes, employees performing certain jobs – such as maintaining or operating equipment in which a badge worn around the neck could be caught – should either secure the ID Badge to their clothing or place the badge in a pocket for easy access. Supervisors are to ensure that safe practices are adhered to by their employees while honoring the intent of this policy.

1103.2.4 ID Badges shall not be defaced or altered with stickers, decals, etc. ID Badges are to be worn in such a way that the photo is clearly visible to others.

1103.2.5 Upon retirement or separating employment from the County, an employee shall surrender the ID Badge to his or her supervisor on the last work day; the supervisor shall send the ID Badge to Human Resources.

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- 1103.2.6 Any employee's ID Badge must be surrendered to a supervisor or manager upon request.
- 1103.2.7 An employee on extended leave of absence, administrative leave, or suspension shall turn over his or her ID Badge to his/her supervisor. Upon returning to work, the supervisor will provide the employee with his or her ID Badge.
- 1103.2.8 Any employee transferring to a different County office/ department is to return his/her ID Badge to the supervisor who will then forward it to Human Resources. The employee's new office/department supervisor will complete a Grant County Identification Badge Request form and forward it to Human Resources after signatures have been obtained.
- 1103.2.9 Anyone finding an ID Badge should immediately give it to his or her supervisor. The supervisor shall subsequently contact the employee whose ID Badge was found or, in the alternative, contact that employee's supervisor or Human Resources.
- 1103.2.10 Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.
- 1103.2.11 Employees are empowered to request being shown an ID Badge from an unaccompanied person in a work area generally restricted to the public that they do not know and/or recognize as an employee. Should employees be uncomfortable doing this, they may report their questions/ concerns to their supervisors.

## 1103.3 Security-Related Building and Facility Matters

- 1103.3.1 The Facilities and Maintenance Department is responsible for issuance and distribution of keys to County buildings to the EO/DH.
- 1103.3.2 The EO/DH will distribute keys to his/her employees.
- 1103.3.3 Only authorized employees will have keys that offer access to specified areas of their work location building. Accordingly, staff will only be provided keys that are relevant to their positions.
- 1103.3.4 When completing employment with Grant County, an individual must provide his/her supervisor with all County keys he or she has been issued.

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## 1103.4 Workplace Violence

1103.4.1 Grant County does not tolerate acts of violence committed by or against County employees, contractors, visitors, vendors or property. Violent actions on County property or

facilities, or while on County business, will not be tolerated or ignored. Any unlawful, violent actions committed by employees or members of the public while on County property, or while using County facilities, will be prosecuted as appropriate. The County intends to use reasonable legal, managerial, administrative, and/or disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.

(a) Workplace Violence, for the purpose of this policy, is defined as any verbal, physical, or suspicious act that is communicated or perceived as a threat, harassment, abuse, intimidation, bullying, or any personal contact or action that produces fear, causes bodily harm, and/or damage to persons or property.

(b) Because of the potential for misunderstanding, joking about any of the above misconduct is prohibited.

1103.4.2 It is each employee's responsibility to immediately and accurately report any violent incidents, whether or not physical injury has occurred, including potential acts of violence, to:

(a) His/her supervisor and, if believed urgent and appropriate, to MACC Dispatch ("911"). Should the employee's supervisor be unavailable, report of the situation should be made to the Director of Human Resources; and

(b) The County's Risk Manager.

1103.4.3 Should an employee's supervisor be the cause for an employee's workplace violence concerns, report of the situation should be made to the individual who oversees the supervisor. If that individual is unavailable or no individual oversees the supervisor, report of the situation should be made to the Director of Human Resources and the Risk Manager.

1103.4.4 Duty to report protective orders: Any employee who is the subject of or protected by a domestic violence protective order or civil protective order shall immediately report the existence of the order to his/her supervisor or the Director of Human Resources.

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1103.4.5 Duty to report criminal charges, arrests and convictions: Any employee who is charged, arrested or convicted for a felony or gross misdemeanor offense in any country, municipality or

county shall immediately report such charge, arrest and/or conviction to his/her supervisor.

1103.4.6 All reports of potential or alleged workplace violence received by a supervisor must be immediately reported to Human Resources for evaluation and investigation. Human Resources will advise the Risk Manager and investigate concerns, reports, or incidences of potential or alleged workplace violence and contact the appropriate investigative agency, as necessary.

(a) The County will take action, wherever possible and as quickly as practical, to remove or prevent the potential for violence or harm.

(b) If evidence is found to exist to support the allegations of workplace violence or potential violence and the offender is an employee, the County may take corrective action up to and including immediate termination of employment. If the offender is not an employee, Grant County will pursue appropriate action.

1103.4.7 The County provides workplace violence training in its initial employee orientation and through periodic workshops (course offerings).

1103.4.8 Employees must follow all directives, policies and procedures that assist in maintaining a safe and secure work environment.

1103.4.9 Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

## 1103.5 Firearms and/or Dangerous Weapons

1103.5.1 For the purpose of this policy, Grant County defines Firearms pursuant to RCW 9.41.010.

1103.5.2 A Dangerous Weapon is any instrument capable of producing bodily harm, in a manner, under circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

1103.5.3 With the exception of law enforcement officers, Grant County prohibits any individual, including employees, contractors, visitors, and/or vendors, from bringing Firearms and/or

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Dangerous Weapons into the following County offices/  
locations:

- (a) The Law & Justice Building, PROVIDED: individuals who enter the Law & Justice Building from the main entrance on the east side of said building, and directly, for the purpose of promptly depositing the weapon(s) in a lock box as detailed in Section 1103.5.6 below, will not be in violation of the prohibition;
- (b) The entire third floor of the Grant County Courthouse and Courtroom 1A on the second floor of the Grant County Courthouse;
- (c) Grant County Youth Services Center and Juvenile Court Building, PROVIDED: individuals who enter the Youth Services building from the main entrance, and directly, for the purpose of promptly depositing the weapon(s) in a lock box as detailed in Section 1103.5.6 below, will not be in violation of the prohibition;
- (d) All District Courtrooms (including Moses Lake District Court and satellite courtrooms); and
- (e) All Grant Integrated Services buildings and facilities.

1103.5.4 Grant County makes reasonable efforts to advise visitors of the Firearms and Dangerous Weapons prohibition in the offices/locations set forth in Section 1103.5.3(a)-(e) above; this is accomplished through court appearance notices that are mailed or otherwise provided and/or signage.

1103.5.5 Grant County employees and/or offices/departments are prohibited from storing or watching over Firearms and/or Dangerous Weapons for any individual or group of individuals.

1103.5.6 Members of the public legally carrying Firearms and/or Dangerous Weapons prohibited in the locations set forth in Section 1103.5.3(a)-(e) above will be directed to locked storage box(es) at locations pursuant to RCW 9.41.300(1)(b).

- (a) Law & Justice Center: Members of the public legally carrying Firearms and/or Dangerous Weapons at the Courthouse Complex may obtain a key to a lock box from Jail staff in the Law & Justice Building and temporarily store the item(s) in a lock box on the first floor.

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(b) Annex or Courthouse: Individuals may obtain a key from the Switchboard operator on the 2<sup>nd</sup> floor reception area and temporarily store the item(s) in a locking storage box near the 2<sup>nd</sup> floor entrance to the Courthouse.

(c) Youth Services: Members of the public legally carrying Firearms and/or Dangerous Weapons to Youth Services may obtain a key to a lock box from staff in the Youth Services building and temporarily store the item(s) in a lock box located near the building's entrance.

1103.5.7 It is the preference of the County that owners of Firearms and/or Dangerous Weapons make previous arrangements to secure them off County property.

## 1103.6 Additional Courtroom Prohibitions: District, Juvenile, and Superior Court

1103.6.1 For the purpose of this policy, Grant County defines Additional Courtroom Prohibitions to include, but not be limited to: backpacks and oversized bags. These prohibitions are in effect for individuals and/or friends or family members of individuals appearing for Court, including those reporting for Jury Duty.

1103.6.2 Grant County employees and/or offices/departments are not permitted to store or watch over personal Courtroom Prohibitions for any individual or group of individuals.

## 1103.7 Unattended and/or Suspicious Items/Packages

1103.7.1 For the purpose of this policy, Grant County defines Unattended and/or Suspicious Items/Packages to include, but not be limited to, unattended or abandoned briefcases, backpacks, bags, electronic devices, packages, purses, etc.

1103.7.2 All above-referenced unattended items/packages are prohibited within Grant County government's places of business/employment.

(a) Should an employee discover or learn of an unattended item/package, the item is to be left where found, untouched.

(b) The employee should be prepared to describe the location and physical characteristics of the package/item and what makes its appearance a potential safety concern.

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- (c) Regardless of the location of the unattended item/package, the employee or his/her supervisor is to call "911" and report the finding to MACC Dispatch, without fear of reprisal.
- (d) While an employee or supervisor may feel that calling "911" over an unattended item (such as a briefcase) or package is an overreaction, the County's expectation is that employees and supervisors "err on the side of caution".

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