



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

SHERIFF'S OFFICE BUILDING SECURITY

EFFECTIVE DATE: 12/24/01
 AMENDS/SUPERCEDES:
 STANDARD NUMBER: N/A

REVIEW DATE: 2/11/09
 REVISION DATE: 2/11/09
 APPROVED: _____

Sheriff Signature

57.1.1 Purpose

The purpose of this policy is to identify, allow, and/or restrict access into or within the Weber County Sheriff's Office Complex.

57.1.2 Rationale

Due to the confidential nature of business that takes place at the Weber County Sheriff's Office Complex, along with Federal and State security regulations, policy needs to be in place to allow and/or restrict access into and within the Sheriff's Office Complex.

57.1.3 Policy

- A. The Weber County Sheriff's Office Complex is comprised of the Corrections Facility, which maintains its own security protocols per recognized Corrections standards, the Support Services Division, and the Law Enforcement Division Main Complex. The Weber County Sheriff's Professional Standards and Training Bureau is located in the Sheriff's Office Annex Building.
- B. The Support Services and the Administrative Offices are co-located in the **central administrative area** of the Main complex which also includes the finance and payroll section, front desk functions and access to the Sheriff's Office central, reception lobby.
 1. These areas include work sites, computer sites (any area with a computer terminal or printer), and executive functions which require adequate physical security to protect against unauthorized personnel gaining access to classified areas and/or computerized equipment or stored data.

2. Security guidelines outlined in Code of Federal Regulations, Title 28; Utah Code Annotated (UCA) 53-10-108 and UCJIS policy 4.4.3 requires that all visitors to computer and/or terminal areas be accompanied by staff personnel at all times.
 3. The Terminal Agency (WCSO) agrees to abide by all Office Policies, present laws, administrative rules, policies and procedures of Utah Criminal Justice Information System (UCJIS) as adopted by the Utah Legislature and approved by the Commissioner of Public Safety and the State Attorney General as provided to the agency through the Terminal Agency Coordinator (TAC) Program.
 4. Only authorized personnel are allowed access to the area of the Sheriff's Complex, and loitering or disrupting employees therein is prohibited.
 5. After hours use of the Central Administrative Area, specifically the Support Services Division is prohibited unless authorized by the Support Services Division Commander, Sheriff, Undersheriff, or Chief Deputy.
 6. All Support Services Division employees working with privileged data or working at a terminal work station will be required to secure all data and sensitive documents or reports, prior to leaving their shift.
 7. All employees at the time of hire are issued a Sheriff's Office employee ID card. The Employee ID Card is a picture ID card issued to all employees and volunteers working at the Sheriff's Office. The ID Card designates: name, rank, duty assignment, issue date, and expiration date. The employee ID card is issued for entrance purposes to various access areas in the Sheriff's Complex.
- C. A visitor is any person not employed by the Sheriff's Office.
1. Visitors entering the central administrative area of the Sheriff's Complex shall be documented on a visitors log, maintained by the front desk staff. The log will identify visitors entering the complex by name and/or organization, the duration of the stay, and whom they are visiting.
 2. All visitors received through the main entrance reception lobby will be escorted through the central administrative area using the authorized doorways #202 or #211.

3. The office member or designee the visitor is conducting business with should escort the visitor at all times.
4. Visitors wishing to see the Sheriff, the Undersheriff, or a Chief Deputy may be escorted by a front desk employee following notification and approval by the Sheriff's Office Executive Secretary/designee.
5. A visitor's badge should be issued to those conducting business in the Complex, as appropriate.
6. Office members who are interviewing applicants, victims, witnesses, or suspects shall utilize access doors specific to those operational sections and should issue visitor badges as appropriate.
7. Visitors to the Office Annex building may be permitted to this area as authorized by the Professional Standards and Training Bureau staff who are located in this area and should be escorted by the Sheriff's Office staff at all times.

57.1.4 Procedure

- A. **Entering Central Administrative Areas:** Sheriff's Office employees entering the administrative area will enter through designated entrances as permitted by ID Cards and/or keys.
 1. The central administrative area will not be used as a conduit to and from other areas of the complex, except as authorized and then only through authorized doorways. All entrances and exits will be closed at all times and Door #103-B will remain locked at all times.
 2. If personnel are processing fingerprints, Door #201 should be monitored as to not allow unauthorized viewing of terminal screens.
- B. **East Employee Entrance:** The main east double doorway entrance to the Sheriff's Office Complex (#106) is the suggested entrance for Office employees. Employees will use key card access into the building and entry to any inside doorways will be with authorized key card access.
- C. **North Employee Entrance:** The north entrance doorway into the Complex from the parking lot (#100) may be used by employees with keys or key card access.
- D. **East Patrol Section Entrance:** The east doorway to the Patrol Bureau area from the parking lot(#114B) may be used by Operations Bureau personnel or other authorized personnel with key card access. Detainees or visitors to the Patrol and Investigations Sections for investigatory purposes, **AND** who are

escorted by deputies, may be brought into the Operations Bureau area through this door.

- E. **Training Rooms:** Training rooms A and B are located in the Main Sheriff's Complex adjacent to the main lobby through public access doors #220, #221 and #222; and in the Office Annex Building Multi-Purpose Room. Scheduling of Training rooms may be accomplished by contacting the Sheriff's Office Professional Standards and Training Bureau. Training room access is restricted to authorized personnel under the supervision of instructors or training coordinators. **Non-Office members attending training DO NOT have access to the Sheriff's Office Complex beyond training rooms and public access lobbies or restrooms, except as consistent with this policy.**
- F. **Common and Other Restricted Areas:** Access to common areas such as: locker rooms, gym, kitchen, EOC meeting room (restricted), Evidence (restricted) and CSI (restricted) is limited to Office personnel as authorized. Doorway E5 is the authorized employee entrance to and from the Corrections Facility from the Sheriff's Office Complex and access is controlled by the Corrections Division Control Room.