

INTEROFFICE MEMO



County of San Bernardino

DATE 12/15/10

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FROM JOY CHADWICK, DEPUTY CHIEF OF STAFF

TO LARRY ENRIQUEZ, CHIEF OF STAFF

 SUBJECT 4th AND 5th FLOOR SECURITY PROTOCOLS

I have had several meetings with the Sheriff's Department, Gerry Newcombe from the CAO's office, and BOS Administration to talk about further securing the 4th and 5th floors. There are 3 feasible options that we were considering:

- Take out stairwell on 1st floor and lock down the elevators – Cost would be \$500,000-\$600,000 for the removal of the stairwell and another annual on-going cost of \$20,000 for another security guard for 20 hours a week plus the cost of a phone at the security desk. The cost of locking down certain floors is still being looked into but should be minimal.
- Screen entire Building – Cost would be a one-time cost of \$40,000 for the equipment and an on-going annual cost of \$60,000 for 3 security guards 20 hours a week to handle the screening.
- Lock down the elevator only – Cost would be an annual on-going cost of \$20,000 for another security guard 20 hours a week and the cost of a phone for the security desk. The cost of locking down certain floors is still being looked into but should be minimal. ***This option seems the most cost effective.***

If we do implement the 3rd option there are several considerations that need to be mentioned. It first needs to be decided whether to lock down all the floors, or just the 4th and 5th floors. If you do just want to secure the 4th and 5th floors employees who have access to the 4th and 5th floors will only need to scan their badge to reach the upper floors. Employees without access to the 4th and 5th floors along with members of the public will need to utilize a specially placed telephone with one-touch numbers to County Counsel, the CEO's office and the BOS located in the guard station. These numbers will ring specifically to receptionists in these areas so they can be alerted that a visitor is in the Rotunda. The receptionists can check with the corresponding offices for scheduled meetings and then have staff ride down the elevator and go and get the employees or those who have meetings on the 4th or 5th floor. In order to implement this new 4th and 5th Floor Security Protocols we will need to inform departments of the change and implement some new protocols:

4th and 5th Floor Security Protocols

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- Inform and Obtain Approval from the CEO – He will then in turn obtain approval from the BOS – (You may want to talk to the COS to each district anyway, but I believe the CEO wants to talk to the board members about this).
- Instruct ISD to install a new phone line and obtain a phone for the security station in the rotunda. It should be numbered to specific numbers on the 4th and 5th floor and it should not have the ability to obtain an outside line.
- Instruct A&E to lockdown the 4th and 5th floors to unauthorized employees and the public
- Instruct ISD to verify employee badge access, specifically to the 4th and 5th floors
- Alert Deputy Houston about the new security protocols so that she can inform the guard station staff

Employees on the 4th and 5th floors will need to be notified of the new protocols and will also need to know not to let unauthorized personnel to the upper floors. Employees must instruct unauthorized personnel to check in at the guard station. They should also know they may be utilized to go and get unauthorized employees or members of the public from the rotunda to the upper floors if they have a scheduled meeting. Staff needs to be aware that they will need to handle constituents or others without an appointment in the rotunda.