Margeson

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

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BUILDING SECURITY COMMITTEE MEETING

Minutes of April 29, 2002

Present: Daniel Russo, Robert Sobeck, Rodney Bennett, Edgar Sherman, John Margeson, John Mancuso, Randal Belmont, Margaret Cherre, Vicki Fegley.

Building Security History, Current Procedures:

Building security has improved over the past eight years but is still quite lax. There has been quite a bit done on the Social Services floor with a few things still being planned, i.e. locked stairwell doors. History of building security started with just placing a call to the Sheriff's Office and waiting for a deputy to respond, progressed to use of a panic button, then on to the appointment of first one and then a second security deputy making rounds of key problem areas.

Major Concerns, Security Issues:

Security in the off-site locations (Support Collection, Employment & Training, Office for the Aging, Board of Elections, Workers' Comp., Youth Bureau/STOP DWI, Weights & Measures, CAP, Mental Health, Family Planning Clinics, etc.) is a major issue because of the response time from the Sheriff's Office and the fact that some clientele are already upset about the reason they have to be there. Also mentioned was the vulnerability of employees at lunch in area restaurants and counselors on the road.

Considering our building space needs and shifting of departments to other locations, this committee needs to keep abreast of any changes and have input during each phase of new construction or planned moves. When the MRB space needs study comes in, we need to consider the efficiency of having all departments in one location because of security as well as maintenance concerns.

After business hours - people wandering the halls before and after evening meetings.

Employee ID Cards:

Employee ID cards are a good security measure but currently their use is not being enforced. Their main purpose is to distinguish employees from assailants during altercations but could be expanded by implementing a new system using swipe cards which have the capability of being multi-use, i.e. allowing access through locked entrance doors.

Discussed issuance of ID cards and procedure. Currently each department head sends their new employees to John Tucker to get ID cards. Department heads should enforce their use. Possibly there could be one central place where the ID is given and

turned back in when the employee leaves, i.e. Human Resources at time of in-processing. Committee members agreed ID cards should be implemented, but will need to decide what we are trying to accomplish with the cards and gather more information before a decision is made on which type – the current one or a swipe card. John Tucker will be asked to attend the next meeting to give information on history of the current ID tags and protocol. Dan Russo will research ID tag policy at Jones Memorial Hospital and Margaret Cherre will check with another agency. John Mancuso will gather information on ID swipe cards and equipment at the doors to accommodate them including cost and process for replacement of lost cards. This information will be presented at the next meeting.

Handling After Business Hours Security:

Building should be locked at 5:00 pm with evening entrance through the Sheriff's Office. A policy needs to be set for timing and responsibility for locking and unlocking doors. Visitors could be stopped for sign in (possibly electronic) and verification of ID before being allowed to go through to the rest of the building. Door from Sheriff foyer to rest of building could be kept locked until screening is completed. Employees would show their ID tag, general public could be asked for license and be required to wear visitor passes.

Discussed possible problems that could be encountered such as how to verify visitor's purpose for being in building and how to know when they've left because they could exit through any door. License or car keys could be held which would require them to check out. Motion sensitive cameras/monitors with video taping capability and possibly alarms could be installed just inside exits and in the elevator fairly inexpensively. These would also reduce man-hours required for check out. John Mancuso will check into costs of monitor equipment for next meeting.

Deputies could perform security checks by making rounds at night on 2nd and 3rd shifts. Use of monitors was also discussed.

Entrances, Visitor Passes, Screening:

For better control of who/what comes into the building, we could look at using one or two central entrances (main courthouse entrance and handicapped entrance near Health Department plus the Sheriff's Office) which would be manned by a deputy, and visitors would be required to obtain a pass and employees to show their ID tag. All other doors could be equipped with card swipe locks and kept locked all the time.

Visitor passes would give everyone confidence that building visitors were screened. Some other counties screen visitors and have metal detectors at entrances.

Visible Roving Sheriff Deputies:

The perception of security is a strong deterrent. Deputies making periodic rounds of the building(s) and manning the main entrance would go a long way toward deterring someone intent on doing something harmful.

Education:

Education is needed on security awareness and basic safety procedures. It should be mandatory, and include process for fire drills. Department heads would be responsible for making sure new employees receive education. Each department should have designated people to make sure everyone is out in an emergency. Impress on participants that when education is offered/mandated, it is for their safety.

Financial Considerations:

There are a lot of things that can be done fairly inexpensively. Robert Sobeck will research availability of grants to offset security expenses to present at next meeting.

Next Meeting:

Suggestions for other people to invite to the next meeting: John Tucker, Deb Button, Dr. Ogden. The next meeting is scheduled for May 28, 2002 at 11:00 am.

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BUILDING SECURITY COMMITTEE

May 28, 2002

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MAY 30 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

D. Russo, R. Belmont, M. Cherre, J. Mancuso,

Others Present

D. Button, T. Claypool, B. Hotchkiss, B. Morris, E. Ruckle, J. Tucker

Approval of Minutes

The April 29, 2002 minutes were approved on a motion by Belmont seconded by Mancuso and carried.

History of Current ID Tags and Protocol

John Tucker, Director of Office of Emergency Services, summarized the history of the County's current ID Tags and protocol. As part of the Labor Management Safety Committee, John Margeson sent John Tucker a letter in September 1994 seeking assistance from the Committee to investigate the ID badge issue and provide suggestions for implementation. Mr. Tucker stated that he researched the needed components and requested samples from vendors.

Graphic art and photography students at BOCES printed the ID cards. Our Human Resources Office provides new employees with a completed card and instructs them to contact Mr. Tucker's office to have their photo taken, placed on the card, and then laminated. Mr. Tucker makes a notation on his calendar every time he takes a photo for the ID cards.

It was suggested that Mr. Tucker either notify or send a copy of the completed card to the Human Resources Office to confirm that the process had been completed. It was also suggested that new employees show their driver's licenses when getting their picture taken to confirm proper identity.

Jones Memorial Hospital's ID Tag Policy

Daniel Russo, Chairman of the Building Security Committee, reported that all Jones Memorial Hospital employees are required by law to wear ID cards. There is not a formal or official enforcement policy; individual supervisors enforce the wearing of the ID cards and set an example by wearing their own. Critical areas of the hospital such as the emergency room only require employees to have their first names on the ID cards.

Identification Badges at Other Counties

Margaret Cherre, Commissioner of Social Services, distributed information regarding the use of ID badges at Cattaraugus, Ontario, and Steuben Counties. All three counties expect employees to wear ID badges. In Ontario and Steuben Counties, ID badges are required to navigate through their facilities, and employees must be identified and given a temporary ID in the event they come to work without one.

ID Swipe Cards/Equipment

Committee members discussed different kinds of ID systems on the market. Some systems also serve as a security system. John Mancuso, Deputy Public Works Superintendent I, stated that the County would need to decide if it wanted a stand-alone ID card system or if it would want to use the ID cards as an access control system also. Mr. Mancuso recommends either Proximity or Biometrics (hand geometry reader allowing access to certain doors).

Mr. Mancuso stated that Proximity cards have a computer chip, and each door you want to control has a door reader, and the Proximity cards allow employees to enter. Such a system allows you to control who enters a particular door during a given time period by a PC. Mr. Mancuso stated that Proximity cards are very expandable. Mr. Mancuso estimated that if you wanted to control all of the doors in the building, you would pay approximately $17,000. It was noted that more internal doors may need to be installed to protect certain areas once people are in the public area of the building.

Committee members also discussed an after hour sign in requirement as well as the use of the building by other committees and outside agencies during non-working hours.

John Mancuso and Randal Belmont will provide suggestions regarding internal doors, hallway problems and issues, and security when the building is used by others at the next meeting.

Enforcement and USE of ID Tags

It was noted that the process is in place for producing ID cards for every employee; however, the use and/or enforcement of wearing the cards has never been mandated.

Legislator Russo stated that enforcing the use of ID cards would be one small step toward increased security, and that the use of such cards would be for everyone's protection. Legislator Russo suggested that legislators and department heads could encourage employees to wear ID cards by leading through example.

Ms. Cherre expressed concern that apart from being mandated, employees need to see a benefit or significant reason for the use of ID cards. Ms. Cherre stated that it will make more sense to employees when there is a dual purpose.

Margaret Cherre, Bernard Morris and John Tucker will present some suggested "rules" regarding ID cards at the next meeting. The Building Security Committee hopes to make a referral regarding the use of ID cards to the Public Safety Committee after their next meeting.

Grants to Offset Security Expenses

Legislator Russo distributed information from Legislator Robert Sobeck regarding Local Law Enforcement Block Grant Programs. The objective of the program is to provide funds to units of local government for the purposes of reducing crime and improving public safety. Committee members discussed possible people to assist the committee with completing a grant application.

Ms. Cherre indicated that she had been working on some projects, and that the Department of Social Services might be able to fund one-half of the estimated $17,000.

Meeting Date

The next Building Security Committee meeting will be held on Tuesday, June 25 at 11 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

J. Margason

NOT APPROVED

BUILDING SECURITY COMMITTEE

June 25, 2002

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

D. Russo, R. Belmont, R. Bennett, M. Cherre, J. Mancuso,

Others Present

D. Button, B. Hotchkiss, B. Morris, E. Ruckle, E. Sherman, J. Tucker

Approval of Minutes

The May 28, 2002 minutes were approved on a motion by Bennett seconded by Belmont and carried.

Internal Building Controls

Committee members discussed various options for increasing security throughout the building. One of the options discussed included the placement of internal doors to limit public access to certain parts of the building. It was noted that the placement of such doors must also provide for public access to a handicap bathroom.

After several ideas and scenarios were discussed, it was noted that the design of the building is not really conducive to security and limiting access options may be the best, most economical alternative. Committee members discussed the possibility of locking all outside doors and leaving two main doors open for public access. It was suggested that Sheriff Deputies could man the two open doors and that all people entering the building could walk through a magnetron. It was also suggested that employees should present an employee id card to enter the building. Sheriff Belmont noted that he believed that magnetrons cost around $3,000 to $5,000.

Committee members also discussed security issues related to the use of the building by other entities and during off hours. Legislator Russo suggested that everyone entering the building could sign in and leave their driver's license with a Sheriff Deputy until they were ready to exit the building.

Deborah Button on behalf of Joseph Presutti, County Clerk, distributed a Departmental Security Policy regarding security for Motor Vehicle Departments.

Employee Identification

Bernard Morris, Personnel Officer, distributed three drafts and identified the purpose, policy, and procedure of each scenario as related to the employee identification issue. The *Identification Draft* would clearly identify to the public Allegany County employees authorized to conduct County business. The *Access Control Draft* would promote safety and security at County facilities by limiting access to office work areas to Allegany County employees and authorized visitors. The

Combined Access Control and Identification Draft would clearly identify employees as well as promote safety and security by limiting access.

Committee members discussed the use of employee ID cards, and Legislator Russo again asserted the need to lead by example. Committee members discussed the need to focus on how much they want to do at any one time and thought perhaps they could start by putting a few controls on people entering the building and gradually increase security. John Tucker, Director of Emergency Services, suggested that the Board of Legislators adopt a policy directing employees to wear ID cards. Legislators Russo and Bennett indicated that they would present the idea at the next Public Safety Committee meeting.

Legislator Bennett commended John Tucker on the fine job he has done with the current ID cards. Sheriff Belmont stated that he did put money in his budget to get an identification system for his people, but he also wondered if it might be possible to have the Department of Motor Vehicles make ID cards for employees. Committee members discussed the need to involve the Office of Court Administration before implementing anything, and Sheriff Belmont agreed to contact them.

Meeting Date

The next Building Security Committee meeting will be held on Tuesday, July 30, at 11 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

J. Margeson

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AUG 09 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

BUILDING SECURITY COMMITTEE

Minutes of August 6, 2002

Present: D. Russo, R. Belmont, B. Hotchkiss, J. Mancuso, B. Morris, G. Ogden, E. Ruckle

Approval of Minutes

The June 25, 2002 minutes were approved on a motion by Belmont seconded by Morris and carried.

Employee Identification

Legislator Daniel Russo, Chairman of the Building Security Committee, stated that the Personnel Committee approved a Public Safety Committee referral at yesterday's meeting directing employees to wear County identification cards. Legislator Russo indicated that the resolution should come before the full board at the August 26 Legislative Board meeting with an effective date of October 1, 2002.

Bernard Morris, Personnel Officer, will start working on policies related to the wearing of ID cards. Committee members discussed sending a directive attached to the resolution when it is sent to departments. Mr. Morris indicated that enforcement should be voluntary at this point as any disciplinary action would have to be brought up with the union.

Legislator Russo stated that Legislator Reynolds has been working on a new design for the ID cards. Possibly color coding cards was one suggestion. Committee members discussed whether first and last names should appear on some cards. Mr. Morris suggested a universal format of first name, last initial and employee number. It was noted that ID cards would not be used on the jail floor, and that uniformed deputies would not be required to wear ID cards as they already wear a nametag. Employees working in the field would not be directly required to wear their ID cards, but they should be readily available.

Eventually employees will need an ID card for entry into the building. Temporary cards would be issued if an employee forgets his/her card.

Mr. Morris will discuss the process of having employees photographed for the ID cards with John Tucker, Director of Emergency Services, and they will start getting things in place. Mr. Morris anticipates a rush for employees to have their cards reproduced. It was noted that Deborah Button, Information Technology Director, plans to contact the Department of Motor Vehicles to see if they might be able to issue ID cards. Sheriff Belmont indicated that he had placed money in this year's budget for an identification system.

Security for Building Entry

Committee members discussed having everyone entering the building walk through a magnetron. Carolyn Miller, Chief Clerk of the Family and Surrogate County Courts stated that the courts approved moving the magnetron to the first floor of the Courthouse, but she did not believe they would finance the cost of purchasing a second magnetron for the County Office Building

entrance. Ms. Miller distributed a copy of the NYS Unified Court System policy regulating the use of magnetometers.

Committee members discussed possible funding options for another magnetron. Dr. Ogden, Public Health Director, will investigate the feasibility of using money from a Bio-terrorism grant, and the Social Services Department might also be able to help finance the cost.

Committee members briefly discussed security at our satellite sites, and it was noted that many of our programs offered at these sites would not require much security.

Confiscated Items

Committee members discussed what should be done with items that are confiscated from people trying to enter the building. Ms. Miller indicated that the courts usually return most items. Dr. Ogden indicated that one neighboring county takes everything that won't go through the magnetron, places it in a labeled envelope, and returns it to the person when they exit the building. Sheriff Belmont will begin working on a confiscation policy.

Night Entry of Building

Committee members discussed the importance of knowing who is in the building at all times and expressed concern about after hours building security. Two suggestions for night entry of non-employees were to have people sign in and leave their driver's license or issue night passes in conjunction with a log sheet. Legislator Russo will investigate how neighboring counties are dealing with this issue, and committee members will discuss this again at the next meeting.

Meeting Date

The next Building Security Committee meeting will be held on Tuesday, September 24, at 1 p.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

J. Margeson

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

BUILDING SECURITY COMMITTEE

Minutes of September 24, 2002

Present: D. Russo, R. Belmont, R. Bennett, D. Button, P. Cherre, D. Dunham, B. Hotchkiss, J. Margeson, C. Miller, G. Ogden, E. Ruckle, J. Tucker

Approval of Minutes

The August 6, 2002 minutes were approved on a motion by Bennett seconded by Belmont and carried.

Building Night Entry

Committee members discussed the need to know who is in the building after hours in the event of an emergency. Sheriff Belmont stated that he talked to several other agencies and found that they either have a total lock down, visitors sign in or out, or that no security is in place and visitors just wander in and out at will.

Sheriff Belmont indicated that he is looking into an electronic sign in procedure. Committee members suggested that anyone entering the building after hours should be given a numbered pass that must be returned when exiting the building.

Committee members agreed that the night entry procedure should be used from 5 p.m. until 7 a.m., and that visitors should enter the building through the Sheriff's Office entrance. Concern was expressed that it might become difficult for a deputy to man the night entrance door if he is on the phone or otherwise tied up.

Magnetrons

Committee members plan to make a recommendation to the Public Safety Committee that effective January 1, 2003 anyone entering the building from 7 a.m. to 5 p.m. must use one of the two main entrances where a magnetron and sheriff deputy will be located.

It was noted that there will be certain times of the day when surges of people go through the magnetron, and that we may want two deputies on duty during peak intervals. Although waiting times may occasionally be extensive, and people may feel inconvenienced, security and safety are more important.

Ellen Ruckle stated that they have done over 60 employee id cards in the last few months. It was suggested that temporary visitors be given visitor passes, and that we might want to consider issuing id cards to advisory board committee members, frequent visitors, and those taking training classes.

Legislator Russo expressed concern about employees propping exit doors open when going outside on break. It was noted that Bernard Morris, Personnel Officer, will send a letter to departments regarding the rules of coming in and out of the building.

Financial Considerations

Carolyn Miller, Chief Surrogate and Family Court Clerk, stated that the courts are paying for four full and part time sheriff deputies as needed. Dr. Ogden stated that he might be able to amend the Health Department budget to support a half time staff member, and that they could contribute to a machine that would x-ray briefcases and other objects. Ms. Cherre stated that Social Services can get reimbursement for security manpower when the manpower is contracted for. Deborah Button, IT Director, will check with Joseph Presutti, County Clerk, to see if any funds might be available through the NYS DMV.

John Margeson, County Administrator, plans to work with Sheriff Belmont and Ms. Miller and help put something together so that we know how much this is going to cost. Back billing of certain departments that can receive state and federal aid for such expenses might be one source of funding. Legislator Russo stated that as soon as Mr. Margeson provides him with some figures, he will distribute the information to everyone so that a formal request can be presented to the Public Safety Committee.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

John Margeson

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

BUILDING SECURITY COMMITTEE

Minutes of October 31, 2002

Present: D. Russo, D. Button, M. Cherre, J. Margeson, C. Miller, B. Morris, B. G. Ogden, B. Rigby, D. Roeske, E. Ruckle

ID Cards

Ellen Ruckle reported that the Human Resources Department has issued 10 or 15 more ID cards since the last Building Security Committee meeting.

Bernard Morris, Personnel Officer, suggested that all visitors entering the building wear a sticky label indicating that they are a temporary visitor. All visitors should log in and out of the building indicating both the time of entry and exit. It was suggested that frequent visitors and those serving on advisory boards receive a visitor pass similar to the ID cards that employees wear. Frequent visitor ID cards for those serving on the various boards and committees should include an expiration of term date.

Magnetron

It was noted that the magnetron we picked up in Erie County last month was destroyed in the October 17 fire in the building behind the Courthouse. Carolyn Miller, Chief Surrogate & Family Court Clerk, submitted a copy of the invoice evidencing that the magnetron cost $4,050 when purchased in March 2001. Dr. Gary Ogden, Public Health Director, stated that he will plan to purchase a new magnetron with Bio-terrorism Grant funds. Arrangements are being made to move the Court's magnetron along with a deputy to the front entrance of the Courthouse before January 1, 2003.

Ms. Miller indicated that the most commonly confiscated items include knives, mace, and sharp instruments.

Financial Considerations

John Margeson, County Administrator, indicated that we will need to hire one full time and two part time deputies to man the magnetrons, and he estimates the cost of this to be between $49,000 and $54,000. Mr. Margeson plans to work with Dr. Ogden and Margaret Cherre, Commissioner of Social Services, to establish a uniform cost allocation plan.

Deborah Button, Information Technology Director, stated that Motor Vehicles will not be able to contribute funds toward security measures.

Night Entry

Committee members discussed procedures for people entering the building during non-business hours. At the September 24 meeting, committee members agreed that the night entry procedure should be used from 5 p.m. until 7 a.m., and that nighttime visitors should enter the

building through the Sheriff's Office entrance. Some expressed concern that people could exit the building by any door, and that it could be difficult to determine who is actually still in the building. Committee members suggested that the County issue a directive stating that all nighttime visitors enter and exit the building via the Sheriff's Office entrance.

Parking Issues

Committee members briefly discussed reserved parking spaces, fees for parking in handicap spots, and enforcement of designated parking areas.

Public Safety Committee

Legislator Daniel Russo, Chairman of the Building Security Committee, thanked everyone for their help and input and indicated that he would be referring their suggestions to the Public Safety Committee for formal action.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators