

Board of County Commissioners
Leon County, Florida

Policy No. 93-7

Title: Security within the County Courthouse
Date Adopted: 1/12/93
Effective Date: 1/12/93
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Personal safety for the public and County employees is of primary importance. County employees shall ensure that offices and work areas are secure at all times. Also of concern is the security of the Courthouse itself, its contents and the information stored within the building. Fire alarms will sound in the event of an emergency requiring evacuation of the building. To ensure that all employees leave the building, monitors for each division shall be appointed. Small contained fires (e.g. wastebasket) should be extinguished and reported to the Division of Facilities Management. Fire extinguishers shall be located in the hallways on each floor. In the event of a larger fire or smoke-filled room, the Fire Department and the Division of Facilities Management should be called immediately. Bomb threats should be reported to the Sheriff's Department and the Division of Facilities Management immediately.

Parking areas shall be equipped with security lights. Access to the building is to be controlled by secured outside entrances.

Access to the building shall be limited before and after normal work hours. Every effort shall be made to keep security measures reasonable enough to permit employees, who must work before or after normal work hours, access during those times. Access areas will be identified and posted.

Elected officials or their designees shall decide which employees are to be issued keys to their offices. Those officials or designees shall also be responsible for collecting keys in the event an employee transfers or terminates employment. Employees who have keys should take the responsibility for re-locking any door they open upon entering and leaving after normal office hours. Locks will not be changed without authorization from the Division of Facilities Management.

Guests accompanying an employee into the locked building shall be the employee's personal responsibility.