

I. PURPOSE

To establish the authority within the Agency for providing public safety and security safeguards at Transportation Agency Facilities.

II. POLICY

It is the policy of the Agency to do those things necessary and appropriate to protect Transportation Agency properties, to enforce rules and regulations, and provide security safeguards to minimize risk to the public, customers, employees, and property.

Security measures include:

- Implementation of the Agency's employee ID badge program
- Facility access controls
- Cardkey access control systems
- Facility traffic and parking control regulations
- Observation and control of perimeter and interior areas of Agency Facilities
- Incident reporting and emergency response procedures
- Transit patrol, security and law enforcement services

III. PROTECTING AGENCY PROPERTY

Each employee is charged with safeguarding and properly accounting for Agency property entrusted to his/her care. In many areas, written instructions, procedures and practices tell how to protect Agency property from theft or misuse.

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Agency Security Policy, Continued

It is an employee's responsibility to be familiar with all instructions that cover safeguarding and accounting for Agency property.

IV. OFFICE OF CHIEF OF SECURITY

The duties of the Office of Chief of Security shall be to protect Agency property, to enforce rules and regulations pertaining thereto, and to coordinate the implementation of security measures.

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