

**ARIZONA BOARD OF EXECUTIVE CLEMENCY**

**BOARD POLICY #301**

<b>Policy Title:</b>  <b>SAFTEY AND SECURITY (Restricted Public Access)</b>	<b>Effective Date: May 15, 2017</b>	<b>Policy #301</b>
	<b>Supersedes: April 27, 2015</b>	<b>Pages: 4</b>

**PURPOSE**

This policy is to provide guidance to ensure a safe and secure work environment for the protection of Board employees and the public against harm. The Board cares about the safety, health and wellbeing of its employees and members of the public. Safety is a first priority for the Board of Executive Clemency. This policy is designated CONFIDENTIAL and shall not be released to the general public without permission of the Executive Director.

**AUTHORITY**

A.R.S. §31-402 Powers and duties of Board of Executive Clemency's (BOEC) Executive Director

**PROCEDURE**

**301.01 General Office Access and Security**

- 1.1 The official business hours of the Board shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. All doors to the Board's administrative area will remain locked at all times. Access by Board employees will be through their authorized State identification card. State employees may enter the business offices after displaying their State identification.
  - 1.1.1 Staff shall openly display their agency badge in plain sight. If an employee does not have their badge, staff will obtain a temporary badge from the Executive Director.
  - 1.1.2 The Boardroom entrance doors will remain open during public business hours. Members of the public are not allowed access to the south lobby doors of the building.
  - 1.1.3 Board members and the Executive Director's designated access to the building will be 24 hours for seven days a week. Board administrative staff access will be from 7:30 a.m. to 6:00 p.m.

- 1.2 Staff members will address members of the public using the secured window system. Public access to the offices will be permitted for public records review or attendance of meetings with the Board's administration or members.
- 1.2.1 All visitors to the Board's administrative offices shall sign the "Office Visitor Log" noting the arrival time, purpose of visit and departure time. The greeting staff will advise announce the arrival and purpose to the staff person they are to see. Visitors will not freely wander the office area.
- 1.2.2 The Board will contract security for its public area. The security officer work schedule will be Monday through Thursday with daily hours as designated. The primary duties of the security officer is to establish safety measures by 1) scanning all visitors prior to entering the Boardroom or the Victim Services area, 2) ensuring any public visitor that wishes to address the board that day has signed the Board's *Visitor Sign-In Sheet*. 3) monitor hearings from the lobby, using the audio-visual display or by stepping into the boardroom, as necessary, to ensure there are no disturbances or incidences occurring in the boardroom, 4) identify and direct victims to the ADC Victim Services Area and 5) enact emergency procedures when necessary.
- 1.2.2.1 A copy of the contracted security officer's post orders will be yearly reviewed and approved by the Board's Executive Director and Chairman. A copy of the Post Orders will be maintained on file in the Executive Director's office.
- 1.2.3 All visitors entering 1645 W. Jefferson Street shall gain building access via the North entrance doors. Individuals will then walk through the magnetometer screening unit. Individuals who are unable to walk through the screening unit will be scanned by the armed security officer with a hand-held wand. Any purses, bags, briefcases, or similar items will be screened through the X-Ray machine.
- 1.2.3.1 On-duty Law Enforcement officers and State Government employees are exempt with badge and ID verification.
- 1.2.3.2 Denial to the boardroom will be exercised when:
- A person is found to possess any contraband as listed under prohibited items.
  - Uses abusive language and/or engages in actions or conduct which can or may disrupt the safety, security and orderly process conducted by the Board of Executive Clemency.
- 1.2.4 The following items are not permitted inside the building of 1645 West Jefferson Street except where permitted by law:
- Firearms;
  - Knives, cutting tools or instruments;
  - Illegal substances and drug paraphernalia;

Explosive devices;  
Ammunition;  
Brass knuckles, sap, club, nightstick, baton etc.;  
MACE or similar chemical agent;  
Any other item determined to pose a threat to the general public or Board personnel.

Any person found to possess any the above noted items will be denied entry into the building until those items are removed from their person and secured at a different location. Department of Public Safety officers will be contacted if illegal contraband is discovered.

- 1.2.5 Public visitors who are not addressing the Board DO NOT need to sign the Visitor Sign-In Sheet. For those visitors wishing to address the Board but arriving late or at various times during the day, a new sheet will be completed and provided to the Board staff or Panel Chairman as soon as possible.
- 1.2.6 Visitors requesting entry into the Board's administrative offices are permitted once security screening precautions have been followed. The visitor shall be directed to the Board's "call button" which is a yellow button located beneath the security window.
- 1.2.7 Anyone entering and then leaving the building will be required to pass through security screening upon returning to the 1645 W. Jefferson facility (in accordance with the procedure in 1.2.3). No automatic reentry is permitted.
- 1.2.8 The Board has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of its employees, and the public. The use of performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity loss. Reporting for work or working under the influence of alcohol or illegal substances is prohibited.

### **301.2 Incident Action and Building Evacuation**

- 2.1 The Executive Director shall designate two staff members to serve as a key lead and a lead backup to implement building evacuation procedures.
- 2.2 During an evacuation, the lead shall designate themselves by wearing a green vest worn by that individual. The leads are responsible to alert all individuals to leave the building and ensure all doors have been closed with the placard card noting that the area has been evacuated.
- 2.3 If a security risk incident occurs, personnel of the Board of Executive Clemency shall use the following procedures when possible.

2.3.1 Immediately activate the “panic” button or dial 911 (if possible) and advise the dispatcher of the situation. Personnel shall describe the type and location of the incident to the 911 operator and provide their name, present location and return telephone number (if employee can stay on the telephone).

2.3.2 Under no condition should an employee of the BOEC confront an aggressive person unless the employee feels their life is in danger and must defend themselves.

2.3.3 If exit is possible, proceed to the nearest state office building. Personnel should leave the building through the south entrance when leaving the business offices and proceed through the building’s main south doors unless it is not accessible.

2.3.3.1 The key lead, or the lead backup, will take the Office Visitor Log with them during an evacuation. The security officer will remove and keep in their possession any Visitor Sign-In Sheets that are in the lobby at the time the building is evacuated.

2.3.3.2 The Board Chairman will remove and keep in possession any Visitor Sign-In Sheets that have been turned into the Board prior to building evacuation.

2.3.3.2 Board members should vacate the boardroom immediately via the nearest door available. Unless directed, the members will be guided by the Security Officer to the Lobby within the 1601 W. Jefferson Building. Members will remain there until notice has been given that it is safe to return.

2.3.4 All staff personnel who vacate the building should remain at the nearest state facility until they are advised that the building has been rendered secure and safe.

2.3.5 In the event leaving the building is not an option, personnel are to remain in the file room with the doors secured until advised the incident has been rendered harmless.

2.3.6 Employees who vacate the building should notify officials at their place of relocation of their presence so proper notification to BOEC executive staff and responding emergency personnel can be made.

2.4 All personnel shall fully cooperate with law enforcement authorities during any investigation process.

**Implementation:**

This policy was adopted by the Arizona Board of Executive Clemency in accordance with the law.