Procedure: Security Incidents	**Last Update:** June 2013

References: Security and Safety Policy, Policy Manual; Security Incident Report

Purpose: To implement practices regarding the reporting of security-related incidents involving County employees and property and to gather information for the establishment of a central tracking database to maintain permanent records of reported security incidents, root cause and corrective action taken.

Procedure: Security Incident Report

A. Definitions

1. Security Incident

   a. An incident placing a person or property at risk that requires action by law enforcement authorities or security officers at a County facility whether they were summoned or not, or

   b. An incident placing a person at risk involving an on-duty County employee while on County property or during the performance of their official duties. This includes parking facilities, or while walking to or from an off-site parking facility to start or end a workday, or

   c. An incident of a suspicious or unusual nature on County property that may place people or property at risk.

B. Reporting an Incident

1. Following an incident, the involved employee and/or the employee's supervisor/manager shall:

   a. Complete the Security Incident Report no later than the end of the business day following the incident;

   b. Submit the Security Incident Report to the Security Manager;
   Steve Troop, Security Manager,
   800 Jefferson County Parkway, Golden, CO 80401
   stroop@jeffco.us.

2. The completion and submission of the Security Incident Report is not a substitute for a report to or by a law enforcement agency when such notification and/or report are warranted, and will be completed in addition to a law enforcement report when the incident falls within the definition of a security incident.

3. Sheriff's Office employees are exempted from the reporting requirements of this procedure

C. Incident Code References

A. Disturbance: No actual crime need be committed. The disruption of business is a disturbance.

1. Disturbance of a County employee or facility operations
2. Disturbance created by a County employee and/or their spouse involving a "domestic matter"
3. Disturbance created by a County employee with another person
4. Disturbance not involving County employees
5. Stalking involving a County employee
6. Threats (verbal or written) to a County employee or facility

B. Burglary: Unlawful entering or remaining in a building with intent to commit a crime therein.

1. Burglary of a County building/facility
2. Burglary of a County owned/operated vending machine
3. Attempted burglary - force used but no entry into building or vending machine
4. Burglary alarm – alarm activated but no evidence of crime

C. Theft of or from a vehicle

1. Theft of a County vehicle
2. Theft of a private vehicle
3. Theft from a County vehicle
4. Theft from a private vehicle

D. Theft not involving a vehicle

1. Theft of County property with value of less than $1,000.00
2. Theft of County property with value of $1,000.00 or more
3. Theft of private property with value of less than $1,000.00
4. Theft of private property with value of $1,000.00 or more

E. Arson: Knowingly setting fire to a building or property of another.

1. Arson of a County building
2. Arson of a County vehicle
3. Arson of other County property
4. Arson of private property, including vehicles

F. Vandalism: Intentional damage to property and vehicles (except arson).

1. Vandalism to County property, except vehicles
2. Vandalism to private property, except vehicles
3. Vandalism to County vehicle
4. Vandalism to private vehicle

G. Robbery: The taking of anything of value by force, threats, or intimidation.

1. Robbery with a weapon of a County facility or employee
2. Robbery without a weapon of a County facility or employee
3. Robbery with a weapon of a person **not** a County employee
4. Robbery without a weapon of a person **not** a County employee

H. Sexual Assault: Forced sexual contact or intercourse.

1. Sexual assault of a County employee.
2. Sexual assault of a person **not** a County employee
3. Other unlawful sexual behavior incident

I. Assault: Intentionally causing bodily injury to another person

1. Assault with a weapon
2. Assault without a weapon

J. Miscellaneous: Crimes/activities not described in the above categories.

1. Suspicious activity by a County employee
2. Suspicious activity by a person **not** a County employee
3. Hostage situation
4. Bomb threat
5. Bomb or explosive device actually found
6. Suspicious mail/package
7. Restraining order violation
8. Obstructing government operations
9. Incident involving a firearm other than robbery and assault
10. Power failure
11. Lost identification card/badge
12. Other incident not described herein