

Procedure: Security Incidents	Last Update: June 2009
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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

<p>A. Disturbance: No actual crime need be committed. The disruption of business is a disturbance.</p> <ol style="list-style-type: none"> 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 	<p>F. Vandalism: Intentional damage to property and vehicles (except arson).</p> <ol style="list-style-type: none"> 1. Vandalism to County property, except vehicles 2. Vandalism to private property, except vehicles 3. Vandalism to County vehicle 4. Vandalism to private vehicle
<p>B. Burglary: Unlawful entering or remaining in a building with intent to commit a crime therein.</p> <ol style="list-style-type: none"> 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 	<p>G. Robbery: The taking of anything of value by force, threats, or intimidation.</p> <ol style="list-style-type: none"> 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
<p>C. Theft of or from a vehicle</p> <ol style="list-style-type: none"> 1. Theft of a County vehicle 2. Theft of a private vehicle 3. Theft from a County vehicle 4. Theft from a private vehicle 	<p>H. Sexual Assault: Forced sexual contact or intercourse.</p> <ol style="list-style-type: none"> 1. Sexual assault of a County employee. 2. Sexual assault of a person not a County employee 3. Other unlawful sexual behavior incident
<p>D. Theft not involving a vehicle</p> <ol style="list-style-type: none"> 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 	<p>I. Assault: Intentionally causing bodily injury to another person</p> <ol style="list-style-type: none"> 1. Assault with a weapon 2. Assault without a weapon
<p>E. Arson: Knowingly setting fire to a building or property of another.</p> <ol style="list-style-type: none"> 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 	<p>J. Miscellaneous: Crimes/activities not described in the above categories.</p> <ol style="list-style-type: none"> 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