

Security for County Administration Offices

SCAC Talk Group Question, November 2011:

One of our counties is exploring options for security in the county administration building and would like to know how other counties handle security for their administrative offices. What type of security equipment (metal detectors, etc.) and security personnel does your county use to secure the building that houses your administrator's office and administrative staff?

Even though some administrative offices are housed in the courthouse building, we are NOT seeking information about courthouse security.

Responses:

Aiken	<i>Aiken County's administrative offices are in our old hospital and security is inadequate. Treasurer's Office is behind security glass and locked doors, but most other offices are very open. There is a security camera in the main floor hallway where most of the public business is conducted. We are currently in design of a new administrative complex that will have appropriate levels of security, including card controlled staff entrances and fewer public access points.</i>
Allendale	<i>We have security cameras aimed at the back parking lot. Our staff enters through a staff-only entrance using a key. The general public enters through a single door monitored by a receptionist. Entrance to the staff area of the building is through a locked door controlled by the receptionist. We have a security system for the building that's activated by the last person out of the building each night.</i>
Charleston	<i>Contracted security guards (one armed with handgun) at main door, metal detectors at main door (card readers for employee identity badges at side doors), video cameras in parking lot and at various locations within the building, panic button in Administrator's Office suite to summon security guards...</i>
Clarendon	<i>Currently we do not have any security in any of our own or leased administration offices. There is a camera system in the courthouse area where the Auditor and Treasurer offices are. We are constructing a new Administration building at this time and plan to have both metal detectors and security cameras in the new facility.</i>
Florence	<i>Florence County Administration is currently collocated with Courthouse security.</i>
Georgetown	<i>The Administrative Offices are located in the former courthouse that is being renovated presently. We currently have metal detectors that were left behind by the court system</i>

	<i>and we plan to remove them during the renovation process. We will have one deputy on duty that will roam throughout the building (Auditor, Treasurer, HR, Finance, etc.) and a deputy is present for all Council meetings as well as Planning Commission, Appeal Boards, etc.</i>
Horry	<i>Horry County's Administration Building is connected to the Courtroom Building by a public atrium. There are two public, unguarded entrances into the Admin Building with no electronic security equipment. There is no constant security presence in the building. The public offices (Treasurer/Assessor/Auditor/RMC/Planning/Code Enforcement) do have security glass for the employees and keyed doors back into the employee areas. Armed Sheriff Deputies are present at most public meetings in the building (Council/Planning Commission/Zoning Appeals).</i>
Kershaw	<i>Kershaw County does not have security guards assigned to the Administration building. The Courthouse is across the street, and the deputies on duty there are also assigned to cover the Government Building, should they be needed. Employees have their own entrance, which is controlled by a magnetic employee ID card. The general public enters through a single door, that is monitored by a receptionist. Security cameras monitored in the E 9-11 Dispatch provide 24-7 coverage of all entrance points and hallways inside the building. The City PD is responsible for monitoring the parking areas.</i>
Lancaster	<i>Lancaster County has no armed security officers or deputies within the administration building, though we have a deputy present for all Council meetings. We do have panic alarms in each office, after hours motion detectors throughout the building, security cameras throughout the building, and card access locks on employee entrances. The building was built pre-9-11 so the design is wide open. To install security checkpoints with metal detectors and the like would require two of everything as we have a front and rear entrance to cover.</i>
Laurens	<i>Unfortunately, the county does not have adequate security in its administration building. This building is the former county health department, constructed in the 1950's. Visitors to the office report to a receptionist and we are in the process of installing an electric locking system that will be controlled by the receptionist. Recently, we were forced to lock all the doors in the building because of threats against certain county employees. County staff unlocked the main entrance to the facility when visitors approached. This created major inconvenience for the public and county staff but we had little choice until the threats subsided.</i> <i>County Council has authorized an architectural that will likely result in new administrative space adjacent to the county's judicial center, which opened about 10 years ago. The judicial center has a metal detector, cameras and armed officers who provide full-time security for the courts. Laurens County is completing a six million + addition to the detention center, so the new construction described above is likely two to three years away.</i>
Lee	<i>Lee County Administration is located in the Courthouse.</i>