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Debra A Green
Park County Clerk

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**PARK COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS
Resolution No. 2019- 47**

A RESOLUTION TO ADOPT A WORKPLACE SAFETY AND SECURITY POLICY

WHEREAS, the Board of County Commissioners (“BOCC”) finds that it is necessary to adopt a policy related to promoting a safe and secure work environment for its employees; and

WHEREAS, the County BOCC finds that the proposed policy is reasonable for County employees.

NOW THEREFORE, BE IT RESOLVED THAT the Workplace Safety and Security Policy, a copy of which is attached and incorporated herein by reference, is hereby adopted and shall become effective August 29th, 2019.

Moved, seconded, and approved this 29th day of August, 2019.

PARK COUNTY BOARD OF COUNTY COMMISSIONERS



Richard Elsner, Chairperson

ATTEST:



County Clerk
Deputy





Park County, Colorado
Workplace Safety and Security Policy
Effective Date: August 29, 2019

SECTION 1: PURPOSE

The purpose of this policy is to establish and maintain plans and procedures to ensure a safe and secure work environment at Park County offices and work sites.

SECTION 2: APPLICABILITY

This policy shall apply to all departments under the supervision and control of the Park County Board of County Commissioners and to all County elected officials and their offices.

SECTION 3: POLICY STATEMENT

The County believes employees should work in safe and secure environment. To achieve this, the County shall develop protocols and procedures to follow for pro-active safety and security measures as well as reactive protocols in the event of any safety or security incident that may arise in the work environment.

SECTION 4: SAFETY AND SECURITY PLANS

The Park County Emergency Management Department shall be responsible to develop, coordinate and maintain with all departments and elected offices safety and security protocols for all Park County Offices and work sites, including:

1. Conduct site specific security and safety assessments in collaboration with law enforcement and fire personnel, annually
2. Develop and update as needed site specific evacuation and security procedures.
3. Develop and update as needed procedures for reporting and investigating threats of violence.
4. Conduct site specific drills at all locations on a regular basis
5. Conduct or facilitate related security meetings or training as needed for each specific site

SECTION 5: IDENTIFICATION CARDS

1. All County employees will be issued an employee identification (ID) card at the time of hire or when an employee's identification information changes. The employee ID card will include the minimum information:
 - Employee Photo
 - Employee Name
 - Employee Job Title
 - Issue Date
 - Expiration Date
2. Employee ID cards will be issued by County's Departments of Emergency Management and/or Information Technology. The Park County Sheriff's Office will issue employee ID cards to its personnel.

- 3. Each department is responsible to collect and destroy the ID card at the end of an employee's employment.
- 4. Other ID cards will be issued as needed to volunteers and contractors

SECTION 6: VEHICLE PARKING PLACARDS

All County employees will be issued a placard and will be required to visibly place it inside their personal vehicle while parked at any County office building or work site.

SECTION 7: WEAPONS IN THE WORKPLACE

The possession and use of weapons is prohibited on all property owned or leased by the County, including but not limited to buildings, vehicles, and public facilities, unless specifically required to do so in the scope and performance of the employee's duties or as specifically authorized by section 18-12-201 et seq., C.R.S.

- 1) Any County employee who has a valid Concealed Handguns Permit and intends to bring a concealed handgun to work must notify the Department Head or Elected Official and a copy of the CCW permit prior to bringing the handgun to the workplace.
- 2) The Department Head or Elected Official must obtain verification from the Sheriff of the current status CCW permit before giving approval to the employee; the department head or Elected Official must also provide a written notification and copy of the permit to Human Resources.
- 3) At all times, the concealed handgun must be kept concealed on your person or locked in a secured space in or on County property.
- 4) At all times, the employee must be discreet about having the concealed handgun at work and will not exhibit or display it in the workplace.

For the purposes of this policy, "weapons" refers to an instrument manufactured or commonly used for attack or defense with the intent to harm persons or property in a fight or combat. Examples of weapons include, but are not limited to, guns, explosives, knives (with a blade not longer than 4 inches), and batons, except as they are possessed and used in the course and scope of performing employment duties

It is a serious safety violation for any weapon capable of causing serious bodily harm to be brought in or on County property without prior request and/or notification to the employee's Department Head or Elected Official.