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San Bernardino County Employees'
Retirement Association

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Area	General
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Building Security Policy

POLICY NO. 009

I. PURPOSE

The purpose of this Policy is to establish and maintain the security and protection of SBCERA's owned building, property, equipment, and all individuals present on the premises.

II. BACKGROUND

The San Bernardino County Employees' Retirement Association (SBCERA) is the owner and primary occupant of the commercial office building located at 348 W. Hospitality Lane, San Bernardino, CA 92408 (the Property). SBCERA is responsible for the oversight and maintenance of all security systems, procedures, and personnel related to the operations of the Property and all SBCERA-occupied areas.

III. SCOPE

This Policy applies to the entirety of the Property and all individuals therein. SBCERA retains full authority to implement and enforce security measures necessary to safeguard the Property and its occupants.

IV. POLICY GUIDELINES

This Policy outlines the standard security measures and expectations for the Property. SBCERA also maintains supplemental security procedures and guidelines to support daily operations and uphold a secure environment. The Chief Executive Officer (CEO) or their designee is authorized to modify these measures as circumstances require to ensure the safety and security of the premises.

SBCERA shall maintain overarching authority for security governance of the Property as a whole; tenants shall remain responsible for internal security within their occupied spaces. In the event of any conflict

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between a tenant's internal procedures and this Policy, the provisions of this Policy shall prevail.

1. External Building Security

All external access points shall be designated as either Public or Tenant. Public entrances may remain unlocked during regular business hours. Tenant entrances, however, shall require authorized access, except during approved events or specified times. All access points shall require secured entry during non-business hours. SBCERA shall oversee and administer all tenant access and entry controls. A security guard shall patrol and secure the building perimeter daily, including at least one hour before opening, throughout operational hours, and at least one hour after closing. Additional security guard hours may be authorized by the CEO or their designee as needs arise.

Exterior surveillance cameras and lighting shall be strategically installed to monitor parking areas, entrances, and perimeters. Landscaping shall be maintained to eliminate potential concealment areas. Employees are encouraged to remain vigilant when arriving or departing outside regular hours, to park in well-lit areas near the building, and to use a "Buddy System" when entering or exiting the premises after hours.

2. Internal Security (Common Areas)

All individuals entering the Property shall utilize an approved badge or the visitor management system, except during public meetings or in emergencies. Security access devices shall control entry to all building entry points, stairwells, restrooms, critical areas, and tenant suites. A concierge security guard shall be stationed at the primary public entrance to monitor surveillance systems, manage visitor check-in and check-out, and report any incidents in accordance with SBCERA's established procedures. A Rover security guard shall conduct routine inspections of all common areas and stairwells.

Elevator and stairwell access shall be secured to ensure safe egress while restricting movement between floors according to tenant authorization, with the concierge overseeing visitor access as needed. Physical keys shall not be issued to staff or tenants except as expressly approved by SBCERA. In the event of system malfunctions, temporary access shall be managed by the concierge.

3. SBCERA Suite Security

All SBCERA-occupied areas shall be equipped with surveillance cameras at entry points, common areas, hallways, and critical spaces such as data centers. These systems, along with integrated alarm systems and access controls, shall be maintained and administered by the Information Services Department and monitored by the concierge guard in conjunction with building-wide surveillance. Suite alarm systems shall be monitored 24/7 through a third-party service with dispatch capabilities. Authorized personnel shall be granted access as required for business purposes and must not share their access credentials. SBCERA suites shall be armed during non-business hours, with any after-hours access limited to approved individuals with authorization from a Division Chief or the CEO.

4. Event Response

In the event of any incident or threat on or near the Property that may jeopardize personnel safety, the CEO or their designee shall implement appropriate measures in accordance with applicable procedures and guidelines. If the CEO is unavailable and cannot be reached, the Department Chiefs present shall act collectively to determine the appropriate response. During any lockdown, the Chief Information Officer or their designee shall coordinate with security personnel to maintain the integrity and safety of the Property.

V. MONITORING AND ENFORCEMENT

The Information Services Department shall maintain general oversight of building security operations under the direction of the CEO. Any non-compliance with this Policy shall be reported to the CEO, who shall determine appropriate corrective, disciplinary, or financial measures in accordance with the severity of the violation.

Approval Signatures

Step Description

Approver

Date

HR Final Review & Distribution

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3/2/2022

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Applicability

SBCERA, SBCERA Internal