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San Bernardino County Employees'
Retirement Association

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Area	General
Applicability	SBCERA systemwide

Building Security Policy

POLICY NO. 009

I. PURPOSE

The purpose of this Policy is to ensure the owned building, property, equipment, and all persons working thereon as described in this policy, are secured, and protected.

II. BACKGROUND

San Bernardino County Employees' Retirement Association (SBCERA) currently owns and partially occupies a commercial office building (the Property) at 348 W. Hospitality Lane, San Bernardino, CA 92408. SBCERA maintains the integrated building security controls and manages said controls for all suites in which it occupies. SBCERA engages a Property Manager to manage security controls among other functions, for the Property, building and all other tenants. SBCERA and the Property Manager jointly oversee building security personnel.

III. SCOPE

This Policy covers the Property, SBCERA Staff, Trustees, any visitors to SBCERA, and all authority granting SBCERA the ability to enact security measure(s) necessary to protect its Staff and persons on the Property and within SBCERA occupied spaces. This policy does not address tenants, their employees, and guests, who along with the property management are responsible for security of their own employees and occupied space.

IV. POLICY GUIDELINES

The measures provided in this Policy represent common practices expected to enhance building security. Nothing in this Policy shall be construed either to mandate these measures if conditions, safety

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needs, availability of personnel or equipment, or other factors counsel for different, additional, or fewer actions. Such variations shall be within the discretion of the Chief Executive Officer (CEO) or his or her designee, but any significant ongoing variations from the standard set forth here shall be reported to the SBCERA Board of Retirement (Board) and agendaized for discussion in a manner that would permit the Board to ratify, modify, or reject such variations.

1. External Building Security

- A. All external entry points to the Property shall be designated as Public or Tenant. Public entry points may be open (unlocked) during normal business days and times. Tenant entry points shall require security access unless during a recognized event or day such as an SBCERA Board meeting.
 - All external entry points to the Property shall require security access during non-business days and times.
 - All tenants should be provided means to access tenant designated doors during normal business days and times.
 - SBCERA as well as applicable tenants should be provided means to access the building during non-business days and times when required.
 - The Property Manager(s) or their designee shall oversee the administration of the external entry security access for all tenants and parties not associated with or working directly for SBCERA.
 - SBCERA shall oversee the administration of the external entry security access for SBCERA Staff, vendors, guests, and other associated parties.
- B. A security guard shall secure the building perimeter throughout the day.
 - A security guard shall arrive prior to SBCERA Staff's identified start time to secure the building perimeter.
 - A security guard shall "rove" around the building throughout the day verifying the perimeter remains secure.
 - A security guard shall verify the building perimeter is secure one final time after SBCERA's identified closing time each day.
 - All times may vary as to not establish an identifiably routine.
 - The Property Manager(s) shall engage, manage, and oversee the administration of the "roving" building security guard. SBCERA may if the event requires take administrative authority of the roving building security guard.
- C. External cameras shall be placed in locations allowing for the monitoring and recording of the building's parking areas, entry points, and perimeter.
- D. External lighting shall be located in each parking area, all entry points, the building perimeter, and any other area that without lighting would create a concealable location. The Property Manager(s) shall oversee the maintenance of the external lighting.
- E. Trees and Shrubbery shall be trimmed to limit hiding places. The Property

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Manager(s) shall oversee their upkeep.

- F. When arriving early or working late, SBCERA Staff is encouraged to be aware of their surroundings and ensure their path to the nearest entry point is visible and free of any unknown persons.
- G. When working late, SBCERA Staff is encouraged to move their vehicles to one of the lit parking spaces adjacent to the building during working hours.
- H. When possible, Staff is encouraged to use the "Buddy System," and walk to and from vehicles with other staff when leaving or entering the building during non-business hours.

2. Internal Building Security for Common Areas

- A. All building entry points, stairwells doors, critical areas (such as the electrical room), and SBCERA suite entry points shall be equipped with security access devices.
- B. A concierge guard shall be placed by the primary public entry point.
 - The concierge guard shall monitor all camera feeds.
 - The concierge guard shall verify all persons entering and exiting the Property.
 - The concierge guard may escort guests or other persons to their identified location if the rover is unavailable.
 - The concierge guard may require persons entering and exiting the Property to check in or log their visit.
 - The concierge guard may provide temporary access to secured areas if authorized to do so. Said access must be for a limited duration and shall be logged.
 - The concierge guard may perform minor SBCERA tasks such as receiving documents or ensuring inbound and outbound mail is handled by the carrier(s) properly.
 - The concierge guard may fulfill several of the functional tasks assigned to the Property Manager(s) such as assigning security access to tenants. Each time the concierge guard acts in a designee role for the Property Manager(s) SBCERA shall approve or reject the action.
 - The Property Manager(s) and SBCERA shall jointly oversee and administer the concierge guard. The Property Manager(s) shall engage, manage, and oversee the administration of day-to-day tasks, however SBCERA at its discretion shall take administrative oversight when necessary.
 - The concierge guard shall report incidents and concerns to the Property Manager(s) and SBCERA jointly.
- C. Internal cameras shall be placed in locations allowing the monitoring and recording of all common areas.
- D. The rover security guard shall conduct regular "sweeps" of all common areas, and stairwells each day.

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- E. Common area restrooms shall require security access at all times.
- SBCERA's staff, vendors, guests, and other associated parties shall be the only persons with access to the appropriately identified third-floor common restrooms.
 - Tenants and their guests should only have access to the appropriately identified restroom type on the floor of their occupied suite(s), except where the need for ADA access may also be required.
 - All other guests and visitors should be limited to the appropriately identified restroom type on first floor and if required, the floor they will primarily be located during their visit.
 - The property manager(s) or their designee shall oversee the administration of the common area restroom security access for all tenants and parties not associated with or working directly for SBCERA.
 - SBCERA shall oversee the administration of the common area restroom security access for SBCERA's Staff, vendors, guests, and other associated parties.
- F. Building elevators shall be equipped with security devices restricting access to floors two and three.
- SBCERA Staff shall be the only tenant with third floor access.
 - First floor tenants should only have access to floor one unless a) they have additional suites on the second floor or b) have received approval to use the second-floor restrooms.
 - Vendors, guests, and all other parties should only be granted access to the floor required to perform the function for which they are visiting the building.
 - For SBCERA vendors, guests, and other associated parties, the Concierge Guard should direct them to the SBCERA reception area for further assistance, unless the Concierge Guard has been provided instruction beforehand.
 - The Property Manager(s) or their designee shall oversee the administration of the elevator security access for all tenants and parties not associated with or working directly for SBCERA.
 - SBCERA shall oversee the administration of the elevator security access for SBCERA Staff, vendors, guests, and other associated parties.
- G. All stairwell doors shall be equipped with security devices restricting access.
- All first floor stairwells shall be equipped with security devices on the hallway side restricting access to the stairwell.
 - All second and third floor stairwells shall be equipped with security devices on the stairwell side restricting access to the hallway or adjacent suite.
 - All stairwells shall be accessible from the second and third floor hallways

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or adjacent suites to ensure proper egress in case of an emergency.

- Stairwell access shall follow and be considered linked with the security rules and procedures assigned to the elevators.

H. Physical keys shall no longer be provided to all employees or tenants. A set of keys can be provided to tenants to access their suites, however access to building entry points, restrooms, and stairwells can be provided by the concierge guard on a temporary basis in the event the security devices are offline. Should a tenant require/request a physical building key, SBCERA and the Property Manager(s) shall discuss the request to determine if the request will be approved, and if approved how to mitigate potential loss, or duplication.

3. SBCERA Suite Security

- A. SBCERA occupied spaces shall have cameras placed near entry points, common areas, hallways, and other critical areas such as its data center to monitor and record inflow and outflow. SBCERA Information Services Department shall maintain the associated systems, while the concierge guard shall monitor the camera feeds along with all other building camera feeds.
- B. SBCERA occupied spaces shall be part of the suite security system(s) and the overall integrated building system where applicable.
- All suites will have the appropriate level and type of alarm system and devices to ensure safety and security both during and after business hours.
 - The SBCERA Information Services Department shall oversee the administration of the suite security system(s).
 - The concierge guard will monitor all events and notifications during business hours.
 - A third party monitoring service will monitor all events and notifications 24/7/365, and notify SBCERA/Dispatch appropriate first responders based on the event and/or notification received.
- C. SBCERA Staff and other designated persons shall be provided with means to access necessary areas during standard business hours.
- SBCERA Staff should generally have access to all SBCERA occupied areas except when an area is designated as secured. In those instances, only necessary Staff shall be provided access.
 - At no time, shall SBCERA Staff relinquish control of their means of access to any person(s); be it another staff member or other party.
 - The SBCERA Information Services Department shall oversee the administration of providing and revoking access to the SBCERA occupied areas.
- D. SBCERA occupied areas shall be armed during non-business days and times.
- Certain individuals may be provided with access during non-business days and times based on business need. Said access may be temporary and

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approved by a Division Chief, or permanent and approved by the CEO.

- At no time shall SBCERA Staff relinquish control of their means of access, to any person(s) be it another staff member or other party.
- The SBCERA Information Services Department shall oversee the administration of providing and revoking access to the SBCERA occupied areas.

4. Event Response

In the event a situation arises either within the building, or in the surrounding area which may endanger SBCERA Staff or its visitors, the Chief Executive Officer (CEO) or designee, shall follow all applicable policies and procedures in determining if the building will be placed on lockdown or if other appropriate measures will be taken to ensure the safety of Staff and visitors. Should the CEO not be on the premises during said event and not reachable by communication, the Department Chiefs ("Chiefs") onsite at the time of the incident will collectively make the decision. Should the building be placed on lockdown, SBCERA shall follow appropriate procedures to ensure the safety of its Staff and any person(s) within the SBCERA occupied spaces. The Chief Information Officer or designee shall work with the Property Manager(s) and available security personnel to ensure the building remains secure until the lockdown is lifted. The lockdown may be lifted by the CEO or the Chiefs, as described above. The CEO, or the Chiefs as a group, shall notify the Board Chair and the entire Board if possible of the lockdown, as soon as is reasonably practicable.

V. MONITORING AND ENFORCEMENT

The SBCERA Information Service Department maintains general oversight of building security, except where otherwise directed by the CEO. Any failure to comply with the Building Security Policy will be reported to the CEO. The CEO will determine what, if any, disciplinary or financial liability action(s) need to be taken, depending on the severity of the misuse.

Approval Signatures

Step Description	Approver	Date
HR Final Review & Distribution	Iliana Torres	3/2/2022
	Iliana Torres	3/2/2022

Applicability

SBCERA, SBCERA Internal