



County of Yolo

Administrative Policies and Procedures Manual

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| TITLE: SECURITY FUND USE | DEPARTMENT: GENERAL SERVICES |
| TYPE: POLICY & PROCEDURE | DATE: October 26, 2021 |

A) **GENERAL**

1) **Security Fund Use**

The County of Yolo has a desire to improve the physical security of its employees, facilities, and assets. To encourage heightened safety and enhanced security, the Board will set aside funds as permissible for departments to request new security projects or enhancements to current physical security.

B) **POLICY**

1) **Guidelines for Requesting Security Funds**

- a) The General Services Department (GSD) will oversee all funding requests.
- b) Requests shall be for new projects, software, hardware or technology that enhance the safety and physical security of employees, facilities, and assets.
- c) Requests must identify or describe the risk that is being addressed.
- d) Requests must be one-time costs.
- e) Departments must demonstrate and commit they can pay for any ongoing maintenance or support costs in their baseline operational budgets without additional General Fund.
- f) All other possible funding sources must be examined prior to any request.
- g) All requests must be received by March 1 and funds expended by June 1 of the same fiscal year.
- h) Projects which affect the facility aesthetic will be reviewed by the Committee on Capital Investments (CCI).
- i) Project requests and resulting contracts are subject to Board of Supervisors approval in accordance with the Policy on Procurement if applicable.

C) **PROCEDURE**

GSD may change these procedures over time and will update this section as needed.

- 1) Prior to submitting a formal Security Fund request, the department, or departments (if project is a collaboration among departments) shall meet with GSD and Risk Management to discuss the project. Initial items for discussion will be:
 - a) Description of idea or project request and proposed solution.
 - b) What problem(s) or risk(s) the solution will address.

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- c) Options for proposed request.
 - d) Alignment of idea to Board of Supervisors' Operational Excellence goal.
 - e) Any needs for GSD support services and associated costs.
 - f) How ongoing costs will be handled.
- 2) If GSD and Risk Management determine the project meets the guidelines for a Security Fund request the department requesting the funds shall fill out and submit the "Security Fund" request form.
- 3) GSD will then confer with the County Administrator's Office (CAO) and if further approvals are needed, the proposed project will be taken to the CCI and to the Board of Supervisors as required.
- 4) If approved, the GSD administration unit will work collaboratively with the requesting department or departments' administration unit(s) and the Department of Financial Services to develop the purchase order or contract and fund from the GSD Security Fund