

# Facilities Management Department

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LOB #22:

## **SECURITY (SERVICES AND EQUIPMENT MAINTENANCE)**

### **Purpose**

Security Services implements and maintains procedures to ensure County facilities and staff are protected in accordance with Fairfax County policy and applicable state and federal laws. Security Services develops and executes County-wide security awareness and emergency preparedness programs. The Real Estate Management Services Division administers and manages security services at designated County-owned and designated leased facilities.

### **Description**

Security Services ensures Fairfax County facilities are safe and accessible to the public, provides security education for County employees and oversees security services at County-owned and designated leased facilities. Staff administer County contract for security services and manage the County contract for identification services (badging and criminal background checks). In addition, staff conducts facility assessments (access controls and camera systems) and reviews of security construction plans for new County buildings. Security systems and access controls require staff oversight of new security installations and ongoing maintenance of existing systems, maintenance and updating of security system software, and assessments of new security technologies for incorporation into County systems. Staff also manage Government Center Emergency Response Plan and development and implement curriculum for employee safety and security awareness (workplace violence and emergency preparedness).

### **Benefits**

The benefits associated with this line of business include:

- Prevents harm to County staff, residents and visitors within County-owned facilities and properties; helps to avoid government interruptions and prevents loss or misuse of County property and information
- Alerts County agencies to availability and viability of security systems, components and services
- Educates County personnel on identification of security threats and response protocols
- Implements operational policies of the County Security Program: Work Place Violence, ID/Access Card, Domestic and Sexual Violence in the Work Place and No Trespassing
- Provides supplemental support to public safety agencies during emergencies

### **Mandates**

This line of business complies with the following mandates:

- County Procedural Memorandum: No. 25-30, County Security Program
- U.S. Department of Labor Occupational and Health Administration (OSHA) Directive Number CPL 02-01-102 (effective date 9/8/2011), Subject: Enforcement Procedures for Investigating or Inspecting Workplace Violence Incidents

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## Trends and Challenges

The total cost of security services has increased in line with the additional square footage included as part of the County security contract. Despite the greater security footprint, the total number of Workplace Violence (WPV) Cases has declined since FY 2014.

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
<b>Security Cost</b>	\$3,299,876	\$3,764,464	\$3,942,525	\$4,160,360	\$4,138,257
<b>Square Footage Covered</b>	9,780,375	11,159,121	11,882,614	11,882,614	12,432,614
<b>Workplace Violence Cases</b>	99	115	74	74	85
<b>Workplace Violence Employees Trained</b>	2,027	1,230	2,460	2,460	3,540

This line of business faces several challenges including limited agency resources hindering employee enrollment in voluntary workplace violence awareness training and the integration of new video surveillance and access control systems with the existing security network will require substantial effort in the investigation of cost effective technologies and the enlistment of support from the County's Department of Information Technology.

## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #22: Security (Services and Equipment Maintenance)</b>			
<b>FUNDING</b>			
<u>Expenditures:</u>			
Compensation	\$377,025	\$385,678	\$457,988
Operating Expenses	3,871,778	3,858,648	3,820,294
Work Performed for Others	(720,642)	(635,048)	(581,523)
<b>Total Expenditures</b>	<b>\$3,528,161</b>	<b>\$3,609,278</b>	<b>\$3,696,759</b>
General Fund Revenue	\$0	\$0	\$0
<b>Net Cost/(Savings) to General Fund</b>	<b>\$3,528,161</b>	<b>\$3,609,278</b>	<b>\$3,696,759</b>
<b>POSITIONS</b>			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	6 / 6	6 / 6	6 / 6
<b>Total Positions</b>	<b>6 / 6</b>	<b>6 / 6</b>	<b>6 / 6</b>

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## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Square Feet Covered	9,780,375	11,159,121	11,882,614	11,989,931	12,432,614
Cost per Square Foot	\$0.34	\$0.34	\$0.33	\$0.35	\$0.33
BOMA Benchmark (security)	\$0.12-\$0.48	\$0.12-\$0.44	NA	NA	NA

BOMA = Building Owners and Managers Association (Washington DC/VA Market); NA = BOMA Benchmark not available; the BOMA Benchmark is based on calendar years, therefore, the FY 2015 Actual is not available.

The metrics provided illustrate the efficiency of providing security at County facilities. They also show that the efficiency indicator is within industry standards.