EXHIBIT IV

PROPERTY SECURITY SUGGESTIONS

1. Locked Doors and Windows

All doors and windows should be locked when a work area or office is not occupied by a County employee. This procedure should also be followed for lunch hours and break periods if the office is left unattended.

2. Designated Closing Time Employees

Specific employees should be designated to lock office doors and windows, turn off all lights at the end of the work shift, and make sure that no one is left in the office.

3. Securing Equipment

All microcomputers and related equipment and software should be kept in an area that can be properly secured during non-working hours. Accountability for these assets should be assigned to employees working in or near the area in which the assets are located.

4. Securing Portable Equipment

All easily portable equipment, such as calculators, adding machines, dictation machines, and hand tools should be locked during non-working hours, either in the desks at which they are used, or in an office vault or cabinet.

5. Locking Pads

Typewriters, personal computers, printers, etc., should be equipped with locking pads which will bolt them down to desk/table tops on which they rest. Arrangements for installation of these locking pads may normally be made at the time the equipment is purchased. For a fee, this installation can be arranged for presently owned equipment.

6. Inspection of Storage Areas

Designated employees or supervisory staff should briefly inspect equipment storage areas each day to determine if any equipment is missing. Otherwise, equipment which is not used daily may not be discovered missing until an employee attempts to check it out for use.

EXHIBIT IV

PROPERTY SECURITY SUGGESTIONS

7. Key Control

Keys to office doors, desks, vaults, and storage cabinets should be controlled by means of sign-out sheets or cards, and the number of such keys should be limited. Access to the keys should be restricted.

8. Marking Equipment "Property of Orange County"

Whenever possible, "Property of Orange County" should be inscribed, etched, or engraved on easily portable pieces of equipment. This may prevent such items from being stolen and sold.

9. Controlling Public Access

Public access to office areas should be controlled during working hours by partitions, walls, desk arrangement, or signs. Members of the public who must conduct business with County employees in the office areas should be personally escorted from the public area to the office area, and back.

10. Installation of Alarms

At particularly vulnerable offices, alarm mechanisms may be installed on doors and windows to prevent unauthorized access. The installation of restricted card-key entry systems or electrical activation touch-tone systems should also be considered for use on non-public doors during working hours.

11. *Lighting*

Unless constrained by energy conservation considerations, some interior lights should be left on in offices located in outlying areas, and bright exterior lighting should be installed on buildings and in public parking lots surrounding County buildings. The use of photoelectric cells to activate lights will conserve costs.

12. Random Sample Inventories

Each agency property officer should periodically conduct a random sample review of fixed assets and other equipment. A review of adherence to agency procedures affecting the control of fixed assets and other equipment should also be performed.

EXHIBIT IV

PROPERTY SECURITY SUGGESTIONS

13. Immediate Reports of Theft or Loss

All employees should be advised to immediately report any suspected loss or theft of County property to their supervisors.

14. Police/Sheriff Reports of Theft or Loss

All county agencies are responsible for immediately reporting losses or thefts of County property located within County facilities to the Police Department or Sheriff's Department having jurisdiction. A full and complete report of the circumstances surrounding the loss or theft of the item must be made to the law enforcement agency. As soon as the police or sheriff's report is received, advise the Auditor-Controller by letter of the loss or theft, with a copy to the CEO/Risk Management Division as explained in CAP No. 12, "Fixed Assets – Equipment."

15. Security Review

County agencies that are unsure of the adequacy of their security procedures should contact the County Sheriff-Coroner to arrange for a security review of their offices. Security meetings can also be arranged for necessary training.