

5.02 WORKPLACE SECURITY

A. Reasonable Precautions

The Board of Stark County Commissioners are committed to providing a safe and secure work environment for all employees and visitors. While the County makes every attempt to provide for the safety of employees, each employee is also responsible to take reasonable precautions which include, but are not limited to:

1. Keeping valuable items and documents secure;
2. Reporting any unusual incidents;
3. Questioning any unusual activity or unknown visitors;
4. Controlling access to office areas;
5. Securing offices when not occupied;
6. Avoiding isolated areas when alone; and
7. Knowing what to do and where to go in an emergency.

B. Access to Facilities

Appropriate management must be informed of any visitors to areas other than those designated as public areas. Visitors shall be subject to reasonable regulation as determined by the department management.

