

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION

NO. 2016-140

IN THE MATTER OF UPDATING THE SECURITY COMMITTEE BYLAWS

- WHEREAS:** Resolution 99-98 created the Courthouse Security Committee; and
- WHEREAS:** the Security Committee has been successful at recommending and supporting the implementation of security risk reduction efforts, and increasing awareness and reporting capabilities; and
- WHEREAS:** there have been structure adjustments in Probation and Maintenance which require an update to the membership section of the Bylaws; and
- WHEREAS:** the current Bylaws do not provide a provision for quorum, and the Committee has expressed a desire to include such language;

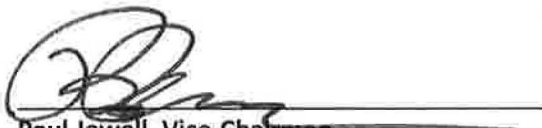
NOW, THEREFORE, BE IT RESOLVED that the attached document reflects the recommended changes as approved by the Security Committee and the Committee recommends that it be adopted as the current "Security Committee By-laws" for Kittitas County.

DATED this 1st day of November, 2016.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Obie O'Brien, Chairman



Paul Jewell, Vice-Chairman



Laura Osiadacz, Commissioner



Clerk of the Board

SECURITY COMMITTEE BY-LAWS

Updated: 11/01/16

Membership

As stipulated by Kittitas County BOCC Resolution 99-98, and subsequently adjusted by Resolutions 2003-103, 2008-28, and 2012-062, the Security Committee shall consist of, at a minimum a representative from the following:

- A County Commissioner or designee
- Superior Court Judge or designee
- Lower District Judge or designee
- Prosecutor or designee
- Sheriff or designee
- Correctional Facility Administrator or designee
- Chief Probation Officer or designee
- Juvenile Court Administrator or designee
- Upper District Judge or designee
- The Fire Marshal
- Human Resources Director or designee
- Safety Committee Chairperson or designee
- Information Technology Director or designee
- Public Health Administrator or designee
- Solid Waste/Maintenance Director or designee
- Kittitas Valley Event Center Director or designee
- Lead Courthouse Security Officer or designee

Purpose

The purpose of the Security Committee is to provide a method for employees and management to work together in identifying security issues, developing solutions to security problems, reviewing incident reports, and evaluating the overall security of Kittitas County facilities, equipment, and operations. References in this manual to the "Security Committee" shall mean the Kittitas County Security Committee.

Chairperson & Vice Chairperson

At its first official meeting each January, the Security Committee shall elect a Chairperson and Vice Chairperson from its membership to serve for no less than six months.

A. Filling Vacant Positions

Should a vacancy occur a new member shall be elected and take office at the next regular meeting of the Committee.

Meeting Records

An appointee shall keep a complete record of each meeting. The appointee shall furnish one copy of the minutes to each Committee member. The Chair will supply the Committee with a monthly agenda to insure an orderly meeting. It is the responsibility of each member and any attendees to not release information determined to be of a sensitive nature from the Closed Security Meeting discussions.

Furthermore, it is the responsibility of each person presenting information to the Security Committee to identify information as “sensitive” when they believe the information they offer is sensitive in nature.

Meetings

The Security Committee shall hold one regular meeting per month, preferably during working hours, and may schedule additional special meetings as determined necessary by the Committee or Board of County Commissioners. The Security Committee shall determine the date, hour and place of all meetings. Except by unanimous vote of the Committee, no meeting shall be prolonged over an hour and no other subject except security and its related issues shall be discussed at the meetings.

Security Committee Responsibilities

Through the delegation of authority by the Kittitas County Board of County Commissioners, the duties of the Security Committee shall include the following:

- A) Make necessary recommendations with regard to the security conditions and shall submit its recommendations in writing to the Board of County Commissioners, Management Team, or the appropriate Department Head/Elected Official.
- B) Investigate and keep records of all security incidents for the purpose of finding the true cause, and to make recommendations to prevent the reoccurrence of similar incidents; and review incidents to uncover trends and develop solutions.
- C) Be familiar with the general security standards and best practices.
- D) Be available to advise county offices and departments in issues unique and specific to said offices and departments.
- E) Appoint from its membership, members who will keep current Committee decisions and security material available to the employee base via various communication channels.
- F) Monitor and evaluate the overall security of Kittitas County equipment, facilities, and operations.
- G) It shall promote and publicize security best practices and policies.

Voting/Quorum

Any action that needs the vote of the Committee at a regular or special meeting shall require the presence of at least five (5) voting members and a simple majority of those present to pass. Each agency represented shall have one vote.

Duties of the Chairperson & Vice Chairperson

The Chairperson shall preside at all meetings. The Chairperson or the Vice Chairperson shall have the authority to call a special meeting.

The Chairperson shall make reports and or recommendations to the Management Team and/or Board of County Commissioners. In absence of the Chairperson, the Vice Chairperson shall make said reports.

It shall be at the discretion of the Chairperson to have other members, or outside sources, make recommendations and/or reports to the Management Team and/or Board of County Commissioners.

