

**SECURITY BRIEF for NEW EMPLOYEES**

Welcome to El Rio Health Center. I hope that you enjoy the time that you spend here as an employee. In order to make your time here more enjoyable, we in the Security Department make every effort to make El Rio a safe and secure work place. If during this briefing you have any questions, please feel free to ask them while they are still fresh in your mind.

**1. VEHICLE REGISTRATION**

Fill out a vehicle registration form. When filling this form make sure that you include the license plate number of all the vehicles you will be using for work. The vehicle cannot be registered without the license plate number. The Personnel Department will provide the forms to you. The reason for this form is to assist the security personnel in identifying employees' vehicles that have been involved in any type of incident. Also, be sure that all vehicles parked in the employee's parking lot are employee owned vehicles.

**2. EMPLOYEE PARKING LOTS**

There are two employee parking lots in the main clinic complex. The main one is located on the north side (back) of the clinic and the other one is located on the far west side of the main front parking lot (sectioned off by itself.)

**3. ILLEGAL PARKING IN THE HANDICAP and HANDICAP LIFT SPACES**

If you do not have a handicap sticker or license plate, do not park in the handicap or handicap lift spaces. This is illegal and you are subject to a citation from the Tucson Traffic Enforcement Officers. The fine for this violation is \$500.00. If you are cited for illegally parking in the handicap or handicap lift spaces, the center will not pay or be responsible for your fine.

**4. KEYS/FOBS**

If you are required to have regular metal keys or a FOBS for your office, building, or desk, you must sign for your keys and FOBS in person from the Security Department. If your keys or FOBS are lost through neglect, you must pay the current cost of replacement for them. Lost keys and FOBS must be reported to the Security Department immediately. You will be given 48 hours to look for lost keys or FOBS before they are replaced. You will not be charged if you can substantiate that the keys or FOBS were stolen. If you fail to report lost keys right away, you will be held accountable if they are used in the commission of a crime. The current cost of keys is \$2.50 for regular metal keys and \$12.50 for FOBS.

**5. CRIME PREVENTION**

a) For the safety and wellbeing of all employees, you should secure your valuables at all times. El Rio is not required to reimburse you for any lost property. Always secure purses under lock and key. Talk to your supervisor about obtaining an employee locker to secure your property. Do not bring valuables to work unless you are required to do so. Your car should always be secured when it is parked in the employee parking lot.

b) If you become involved in an incident with an irate patient, call security immediately. Security personnel can be reached at 9-631-5911. Do not page security on the overhead



Intercom, since many times they are working outside and cannot hear the overhead paging system.

- c) If you become involved in a confrontation with a fellow employee, notify your supervisor or senior manager immediately.
- d) There is safety in numbers so always leave work with your co-workers and carry yourself like if you have a purpose in life. Criminals are predators and they target soft targets, people that appear to be down and out, i.e. depressed, low self-esteem, scared, walking slow with their heads hanging down, etc. Many criminals get off on the fear factor that they instill in their victims, so don't let your fear overwhelm you when you are out and about. Always check the inside of your car and the surrounding area of your car before you get into it. Once you enter your car, lock the door and ensure that all the other doors are locked. If you want to be escorted to your vehicle after dark call the security officer on duty and he/she will escort you.
- e) If you become a victim of any crime, i.e., theft, assault, harassment, etc., notify security right away. The sooner the security personnel are notified after an incident, the better the chances of identifying the subject(s) and/or recovering your property.
- f) If you have a restraining order or order of protection against any person, please provide the security department with a copy of the restraining order. This copy will be utilized to justify an arrest by T.P.D. These orders are not enforceable unless you, the victim, enforce them. If you don't enforce the order, then it is just a piece of paper that serves no purpose.
- g) If you need to bring large amounts of money with you to work, the administration department has a safe where you can secure your money while you are at work. Do not leave large amounts of monies in unsecured purses.

Security personnel also need your eyes and ears to assist them in keeping your work place safe and secure. If you see or hear any suspicious activities, notify security at once.

If you have any questions regarding security please feel free to call the Security Department, 882-4892, or come see us. We are located in office #111 in the Behavioral Health Building.

**Michael Biggers**  
**Security Manager**  
**#631-5911**