

## ACTION ITEM REPORT



**Item Title:**

Consideration and ACTION to approve updates to the Employee Policy Manual: Facility Security

**Recommendation:**

We currently don't have a written policy except at the police department since they are governed. We do have policies that we follow. This solidifies the policy in writing providing our normal process along with best practices. It spells out the different facilities, the role of the employee and the responsibility. This is needed to have something in writing so there is no misunderstanding on how to handle any issue.

I recommend approval.