



General Services Agency Security Division New Employee Guide

For all new employees of the County of Ventura. The purpose of this guide is to provide the general rules, regulations and procedures that employees should follow while on County property. It entails information regarding parking regulations, badges, and parking permits and their uses.



COUNTY of VENTURA

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County of Ventura Districts

Ventura, Camarillo, Fillmore, Oxnard, Santa Paula, Ojai,
Port Hueneme, Thousand Oaks, and Simi Valley

Introduction

Welcome to the County of Ventura!

This booklet is provided to make you aware of some simple but important facts about the County of Ventura Special Services Program.

Upon employment, you will be issued a digital identification (ID) badge with your picture, and possibly a parking permit or placard, depending on your duties and responsibilities as a County employee. Your department will review these details with you.

Badges: ID badges identify who you are, where you work, and what type of access you are cleared for. Per Administrative Policy Manual No. Chapter IV (B) - 5, you are required to wear your badge visibly at all times while working on County premises.

Parking Decals & Placards: If you meet certain County requirements, you may be eligible to receive a placard or vehicle decal. They will allow you specific parking access on any County property, provided there is a space available. Failure to display your placard or decal may result in the issuance of a parking citation. For additional information, refer to the Administrative Manual Policy No. Chapter III - 4 and pages 7 to 15 of this booklet.

References & Links

GSA Security Forms: <https://www.ventura.org/general-services-agency/security-forms/>

Policies and Standards: <http://myvcweb/index.php/forms-and-policies>

Department Directory: <http://myvcweb/index.php/phonebook>

Security Emergency Action Plan (SEAP): <https://www.ventura.org/general-services-agency/security-forms/>

Security Awareness Training Policy: <https://countyofventuraca.sharepoint.com/sites/CEO/AdminManual/default.aspx>

ID Badges

Identification badges identify who you are, where you belong, and what type of access you have. They ensure that you are not gaining access to areas you don't belong in, as well as providing you with the means to enter where you should.

Badge types and colors indicate the type of employee you are, the building access hours you should be on the premises and your access locations. There are four types of badges that GSA produces. They are, *County Employee Badges*, *Superior Court Badges*, *Vendor Badges*, and *Process Server Badges*.

County & Superior Court Badges: All of these will have an employee picture on them. There are four badge color types for the County & Superior Courts and they are differentiated by their individual color codes; Brown for Management, Orange for Regular, Blue for Contractors & Volunteers, and Green for Extra Help & Intermittent employees.

For each of the County badge types, there will also be a colored panel on the left side of the badge which indicates security access:

- Green** Maximum access – Grand Master and Master
- Blue** Medium – Single Departmental Access and External Doors
- Brown** No access – Public Areas only (unless escorted)

See examples below.



Obtaining A Badge

All County employees are issued identification badges that provide access into secure areas. An ID Badge Requisition Form will be submitted to the ID Badge desk via email by an authorized representative. The fillable form is located on the GSA Security Forms webpage attached below for your use.

<https://cdn.ventura.org/wp-content/uploads/2021/12/IDBadge-form2122a.pdf>.

Identification cards are issued at the ID Badge desk located in the lobby of the Service Complex. The purpose of the *ID Badge Requisition Form* is to supply the ID Badge Desk with the information required to process a badge.

The following item is required to obtain an ID Badge:

- (1) An ID Badge Requisition form previously sent by an authorized representative via email to the ID Badge desk.
- (2) A valid California Identification Card or a Driver's License is required as proof of identity. Your information will be entered into the security controlled access management system where you will be assigned an ID Badge.

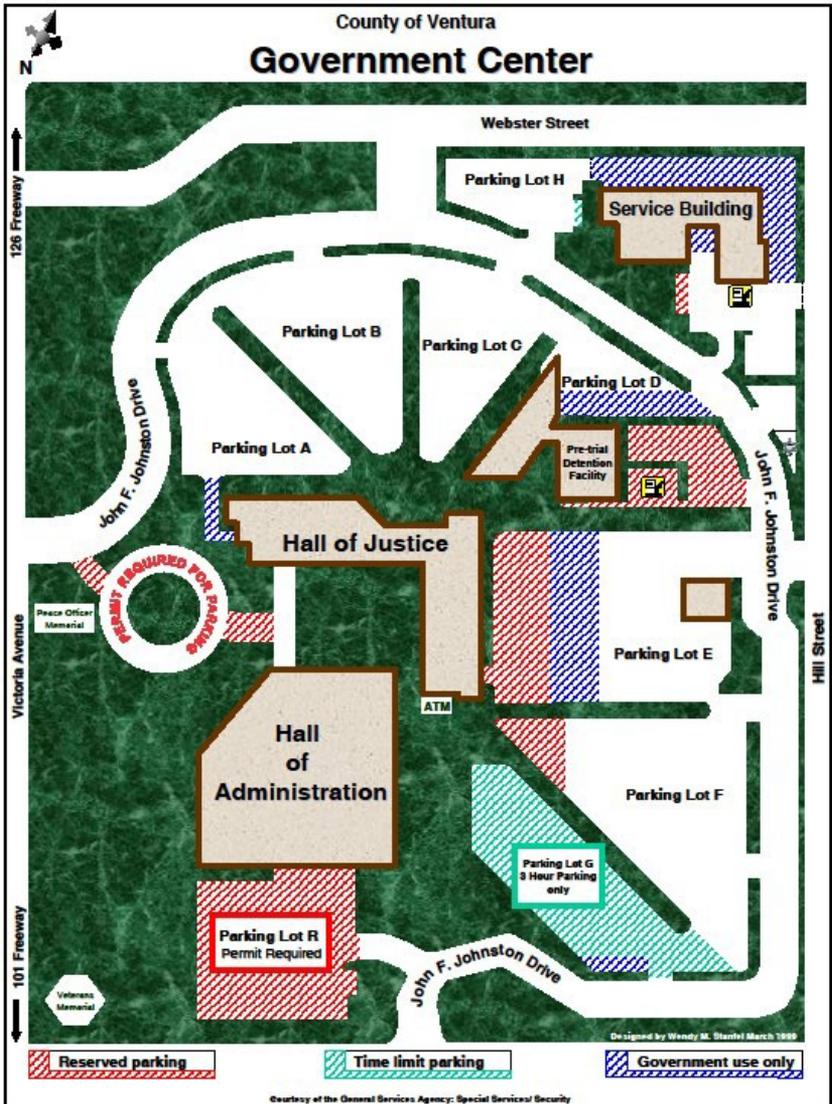
A digital photo will be taken and an electronic signature captured. Once completed, a laminate sticky back will be printed, attached to your access card, and after attaching a clip, they will give you your completed badge to wear.

In the event the ID Badge is lost or stolen, contact the authorized representative to request a replacement ID Badge. The authorized representative will prepare the ID Badge Requisition form and email it to the ID Badge Desk for processing.

ID Badge supplies such as lanyards and ID badge holders are available at the ID badge desk. These items can be purchased at the ID Badge Desk located in the Service Complex between 7:30 AM—4:15 PM, or you can contact Stephanie Peres at (805) 477-7187 for more information.

All ID badge supplies are listed on the ID badge requisition form and can be preselected prior submission. All retail items selected on the ID Badge Requisition form will be processed via the retail sales cash drawer as a preauthorized budget unit sale.

Government Center Parking Lot Map



This map is not to scale.

Pick up a GSA *Ventura County Government Center Map & General Information* pamphlet for more information.

Government Center Parking

There are eleven parking areas on the County Government Center campus. Some restricted parking (parking lots or areas requiring permits) is in each parking lot. See the map on the previous page for additional information. Restricted parking stalls are individually marked and cannot be mistaken for normal parking stalls. Restricted areas will be posted signs at their entrances.

To obtain a Parking Permit through GSA Security, submit the Parking Permit application via GSA Quick Resources on the GSA Homepage or by accessing the Parking Permit application from through the GSA Security Forms webpage.

Please allow five (5) days for processing.

More Parking Policies

The following is a modified excerpt from the Regulation of Vehicular Traffic and Parking At Government Center Facilities. You should still read the Policy in its entirety. You may do so by following the link below:

http://docushare/docushare/dsweb/Get/Document-13237/Chapter_III-02_Regulation_of_Vehicular_Traffic_&_Parking_at_Government_Center_Facilities.pdf

General Services Agency, Facilities and Materials, and Special Services Division is responsible for managing the parking lots, pedestrian walkways, and grounds at the Government Center and other sites.

The purpose of these policies is to provide the maximum amount of convenient parking and appropriate pedestrian walkways for the benefit of County employees and persons engaged in business with the County. In addition to general parking lot spaces, reserved spaces are set aside for the handicapped, carpoolers, maintenance vehicles, short duration timed visits, and other special uses. Special decals or placards are required for these lots (see Decals & Placards and Citations).

These are guidelines for gaining access to the County of Ventura Lot R location. This special permit parking area is for management employees and other authorized county employees.

- Management employees in bargaining units MA, MB, ME, and Confidential Clerical Employees in the classification of Management Assistant IV-CC, are eligible to park in the Government Center R lot adjacent to the Hall of Administration, with a parking sticker decal properly displayed on the vehicle in the lower right rear window
- Carpool parking stalls in the R lot require both a carpool sticker properly displayed on the lower left rear window of the vehicle, AND a parking sticker decal for lot R properly displayed in the lower right rear window
- Maintenance service vehicles, including County agencies and outside contractors, are eligible to park in the maintenance stalls in the R lot with a parking sticker decal properly displayed in the lower right rear window
- Handicap parking requires a California Department of Motor Vehicles placard displayed on the dashboard, AND a parking sticker decal for lot R properly displayed in the lower right rear window

Decals & Placards

The parking lots contain regular parking and various types of restricted and reserved sections. These stalls have been set aside for maintenance, carpoolers, vendors, couriers, the handicapped, managers, and emergency responders. In addition, if you plan to park overnight in any County parking lot for business reasons, you must first apply for a temporary parking permit. Failure to do so could result in a parking citation or towing of your vehicle. Non-business overnight parking is not permitted and could result in a parking citation or towing of your vehicle.

Permit Authorization: You may obtain a permit by filling out a *General Parking Permit Application* form located at the following link: https://gsa-docushare.countyofventura.org/lfserver?DFS_Action=RouteGetForm&DFS_EventID=aa732f85945d1d496069fce4_1506191723&DFS_DataSource=1&DFS_FormType=crpor Go to the GSA website, Special Services, Security Forms. Allow five (5) days for processing.

For authorization to park in any of these reserved/restricted locations, contact your department and/or the Special Services Division, who manages parking, pedestrian walkways, and the grounds.

Permit

Types Various Permits that Affix to the Vehicles

Decals: The parking decals are one-sided, sticky decals which attach to the outside rear window of your vehicle. For carpool permits the proper placement is on the lower left and for all other permits it is the lower right part of the rear window.

Placards: Placards are one-sided, laminated cards, which are placed face-up on the dashboard of whatever vehicle is being used by you at the time.

Hang Tags: There are two types of hang tags. The first is a two sided, white tag that should be hung from the rearview mirror with the permit number facing outward. It is made of a soft plastic type material. These types of hang tags are issued for one to two years and are primarily for vendors and departments with special parking needs. The second type of hang tag is made of a yellow, hard stock type paper. It is to be hung with the printing facing outward. It is primarily for temporary parking less than 30 days duration. It can be used by vendors, departments or employees.

Carpool Parking Permit

In order to obtain a permit to park in the Carpool stalls, you must fill out a Carpool Request Form located at:

http://gsa-docushare.countyofventura.org/lfserver/carpool_registration

Or on the GSA Website, Special Services, Security Forms. You will need to complete the application for each participating vehicle. Once approved, Security will contact you for pick up.

The carpool permit needs to be renewed every even year. The permit is not transferable and is to be placed on the outside, lower left rear window.



Maintenance Parking Permit

If a Maintenance parking permit is required for you to perform your job, you must be an employee or vendor for the County of Ventura and have proper approval from the office or agency you work with. You will need to fill out the Parking Permit request form, at the following link:

http://gsa-docushare.countyofventura.org/lfserver/GSA_ParkingPermit

Once the permit request has been approved you will be notified where to pick it up. There is no expiration date for Maintenance Parking permits and they are not transferrable. The permit is to be placed on the outside, lower right rear window.



BOS Parking Permit

The BOS permit allows parking in the BOS parking stalls only. It does not allow parking in any other restricted parking stall. This permit is not transferrable.

To obtain a BOS parking permit you must be a member of, or work directly for, the Board of Supervisors. You must fill out a parking permit request form at the following link: https://gsa-docushare.countyofventura.org/lfserver?DFS_Action=RouteGetForm&DFS_EventID=aa732f85945d1d496069fce4_1506191723&DFS_DataSource=1&DFS_FormType=crp

When the parking permit has been approved, you will be notified where to pick it up. The permit is to be placed on the outside, lower right rear window.



Grand Jury Parking STICKER AND PARKING Placard

The Grand Jury Parking Sticker and Parking Placard allow you to park in the Grand Jury reserved parking spaces at the County Square Drive office and the G lot located at the Government Center. To park in any other reserved parking stall will require a valid permit for that area. This sticker and the placard are not transferrable.

To qualify for a Grand Jury Parking Sticker or Parking Placard, you will need to be a current member of the Grand Jury. You must properly complete a parking permit request form located at the following link: http://gsa-docushare.countyofventura.org/lfserver/GSA_ParkingPermit.

When the parking sticker or parking placard have been approved, you will be notified where to pick them up. The same placard shown on Page 13 section entitled "Vendor Parking Placard" is utilized for this particular parking as well.



Vendor Parking Placard

Vendors, defined as firms or individuals, performing a service within the County grounds for profit. The below applies to those who make frequent deliveries or may need to remain on grounds for extended periods of time, depending on their duties.

The sponsoring department will request the vendor to provide them with the information relevant to fill out the parking request form. If it is approved the sponsoring agency will be notified where to pick up the placard. This placard tag is not transferrable.

		
GSA SECURITY		
<input type="checkbox"/> G-LOT		
<input type="checkbox"/> R-LOT		
<input type="checkbox"/> TRAFFIC CIRCLE		
<input type="checkbox"/> LOADING DOCKS		
<input type="checkbox"/> MAINTENANCE		
<input type="checkbox"/> COURIER		
<input type="checkbox"/> OTHER _____		
Month	Permit Number	Year
	0576	
THIS SIDE FACES REAR		
IMPORTANT: REMOVE TAG BEFORE VEHICLE IS IN MOTION		

Temporary Parking Permit

TEMPORARY PARKING PERMIT

HANG ON
REARVIEW
MIRROR
FACING
OUTWARD



PERMIT #:
000004

LOT: _____

 COUNTY OF VENTURA
GENERAL SERVICES AGENCY
SECURITY

DATE _____ VALID UNTIL _____ TIME _____

DATE _____ PERMIT #:
000004

VALID UNTIL _____ LOT: _____

TIME _____

NAME: _____

VEHICLE MAKE: _____

LICENSE TAG #: _____

WHERE CAN YOU BE REACHED IN AN EMERGENCY:

READ AND SIGN:
Vehicle owner or driver acknowledges that the County of Ventura assumes NO liability for theft or damages to vehicles parked on premises.

SIGNATURE _____ DATE _____

The Temporary Parking Permit is to be used for temporary parking less than 30 days. The lower portion of the form is filled out with the requestors' information and kept on file. The upper portion is detached from the lower portion and shall be hung on the rear view mirror. This permit is subject to departmental approval and the endorsement of the GSA Security Manager. Same day requests are acceptable.

MANAGEMENT PARKING

Management employees and Confidential Clerical employees are eligible to park in the restricted R Lot by permit only. The decal must be properly displayed on the vehicle, and is not transferrable.



Reservation Confirmation Form For Motorpool Parking

If you are on travel in a County vehicle, and need to leave your vehicle overnight, place the Reservation Confirmation form on the dashboard of your vehicle and park your vehicle in the Motorpool parking area. This alerts the security staff that you are permitted to park in the area.

Reservation Confirmation

Thank you for using the Online Vehicle Reservation System. Below, you will find your reservation information. Please be sure to keep take note of your Reservation Confirmation Code as you will need this to retrieve and return your vehicle key from a KeyManager.

Reservation Confirmation/Access Code:	C29691
Reservation ID:	49483
User #:	19325
Employee #:	120203
Name:	Field Nursing #1 HCA
Reservation Start Time:	01/12/2012 06:00:00
Reservation End Time:	01/12/2012 22:00:00
City:	Ventura County
Location:	Gov Center - CMP - TRAVEL
Location Note:	These vehicles are intended primarily for OUT OF TOWN TRAVEL. Please fill up vehicle at the end of your trip regardless of level as a courtesy to the next person.
Vehicle Class/Vehicle:	Hybrid Sedan - VEC
Vehicle Note:	Honda Civic Hybrid or similar Rates: \$1.97/hour, .25 cents/mile 9 hours cap per 24 hour period.
Reservation Note:	Claudia Benton to Orange County
Destination:	
Ride-share:	False
Company:	County of Ventura
Department:	HCA-MCAH Services 5108
Cost Center:	5108
Activity Code:	H702
Project Code:	
Function Code:	
Category Code:	
Service reservation (true/false):	False
Fixed reservation (true/false):	False
Reservation Made At:	01/06/2012 16:36:10

Important Information:

HOA Central Motorpool users Please note that if you do not pick up the keys from the kiosk within two (2) hours of your reservation start time the system assumes a no show and cancels your reservation. Please pick up keys within this two hour window. Please take a close look at your reservation information above and be sure that all information is correct.

Once your reservation time has started, you will not be able to shorten or cancel this reservation, or change your vehicle selection.

Delayed returns: We understand that sometimes unforeseen events occur and you will not be able to return within your reserved time. In this event we ask you to notify us ASAP, or extend your reservation yourself online. FYI, the system will attempt to auto-extend delayed reservations, however on busy days follow-up users may still be effected and not be able to obtain a vehicle through the automated process alone. When delayed, please give us as much notice as possible to take care of the next driver.

For any cancellations and changes **past your Reservation Start Time**, please contact us via:
Phone: 805-654-3707
E-Mail: gsa_reception@ventura.org
Web: <http://www.countyofventura.org/>

Citations

Security patrols the Government Center premises and selected off-site locations, checking parking permits, helping those in need, and issuing citations when they discover a parking violation. These citations are treated in the same manner as any other parking citation you might receive from law enforcement. GSA has been given the legal authority to write citations on County Government property per County ordinance 6600.

You will be issued a citation if you have parked in a reserved lot without a visible and valid vehicle identification placard or decal. Citations may also be issued if you placed the placard in such a manner as to render it unreadable.

County Vehicles: When a County vehicle you are driving is cited, you are responsible for any tickets you receive while the car is in your possession. If you fail to pay or appropriately contest the citation within 21 days, County Fleet Services will receive a delinquency notice. County Fleet Services will forward the notice to your department, at which point a late fee will be added to the citation. After 60 days, the citation penalty and late fee will be charged to your department through a journal voucher. See Administrative Policy Manual No. Chapter III for more information.

All Vehicles: If you believe you received a citation in error, you may contest it. You must do so within 21 days, or per the citation information, or you will be required to pay the fine. Visit the GSA Reception Desk in the Hall of Administration (HOA), or call them at (805) 654-3700 for procedure details and paperwork.

Use of Loading Docks

The loading docks are for deliveries with strict rules on how they operate. Vendors and departments that do not possess electronic keycard access must notify Security Dispatch that they are on campus by using the direct-line phone located near the dock.

Access will be granted for all confirmed deliveries whether by reviewing the existing Vendor Authorization list or contacting the receiving department. Employees and vetted vendors may apply for card key access to doors and security arms controlled by the electronic access control system.

If the delivery cannot be confirmed, it will be declined.

Bicycle Lockers



Under most circumstances, bicycles are not allowed inside any County building.

For the frequent bike commuters, the County provides bike racks and bike lockers at no cost to you. Do not secure your bike to sign posts, trees, light poles, benches and other fixtures or you will be charged for any damage your bicycle may cause and you may be cited as well.

To qualify for an available bike locker, you must ride to work at least one day a week. Go online to https://gsa-docushare.countyofventura.org/lfserver?DFS_Action=RouteGetForm&DFS_EventID=87760781c66aa59010023710_1978872802&DFS_DataSource=1&DFS_FormType=crp and fill out the application. Once the application has been submitted it will go through a short approval process. When the application has been approved, you will receive an email with information on how to take possession of the bike locker. Bike lockers are on a first come, first served basis and you must provide your own personal lock. For further information please contact the Security Control Center at 805-654-2931.

Bicycle lockers can be found in the following locations:

- Government Center Lots A, E, G, H, and R
- Vanguard
- Williams Drive
- 669 County Square
- 4651 Telephone Road
- East County Courthouse
- Family Justice Center

Other Related Administrative Policies

Administrative Policy Manual - Chapter IV - Buildings and Facilities
(B) Security

Policy No.

1. Communication on Significant Events (CEO)
2. Security Awareness Training Policy (GSA)
3. Workplace Violence Policy (CEO-HR)
4. Bomb Threat Response (GSA)
5. Employee Identification Badge (GSA)
6. After-Hours Access to HOA and HOJ (GSA)
7. Key and Lock Control (GSA)
8. Digital Access Card Reader System (GSA)
9. Emergency Callback List (GSA)
10. Critical Incident Stress Debriefing for Employees (GSA)
11. Emergency Preparedness (GSA)

BOMB THREAT WORKSHEET

Exact Wording of the Threat:

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____ 7.

Why? _____

8. What is your address? _____

9. What is your name? _____

Caller: Sex: _____ Race: _____ Age: _____

Call:

Received on extension: _____

Time Length _____

Callers Voice:

Calm, Normal, Nasal, Laughter, Angry, Loud, Stutter, Crying, Excited, Distinct Lisp, Cracking Voice, Slow, Slurred, Raspy, Clearing Throat, Rapid, Soft, Deep, Deep Breathing, Accent Disguised, Ragged, Familiar, If voice is familiar, who does it sound like?

Background Sounds:

Voices, Office Machinery, Crockery, Music, Local, Long Distance, Booth, Motor, Animal noises, Static, House, Factory, Machinery, Clear, Freeway sounds, Boat, Water Sounds,

Describe: _____

Other: _____

Threat Language:

Well Spoken, Educated, Foul, Taped, Irrational, Incoherent, Message read aloud by caller, Remarks: _____

REPORT CALL IMMEDIATELY TO: (805) 654-2931 AND 9-1-1

Date: _____ Name: _____ Phone: _____

Department: _____

Important Numbers

Situation or Problem

Contact

If you need an outside line	Dial 8 then outside number
If you need an internal extension	Dial 101 then the extension
Animal Control, 24-Hour	(805) 388-4341 or 1-888-223-PETS
ID Badge Support (General, Lost, or Stolen)	(805) 477-1554
Computer Support, Telephone, Network, Radio	(805) 658-HELP
Broken Sprinklers, Downed Tree Branches	(805) 654-3878
Maintenance Emergency (Such as spills, power failure, etc.)	(805) 654-3878
Parking Lot Accidents	(805) 654-2931
Security Support Services	(805) 654-2931
County Vehicle Accident or Car Trouble -After Hours-	(805) 672-2060 (805) 672-2060
Fire or Police	911
24-Hour Facility Dispatch	(805) 654-3878
Security Control Center	(805) 654-2931
Sheriff 's Office	(805) 654-2311
GSA ID Badge Desk / Parking	(805) 477-1554
GSA Security Manager	(805) 654-3721
GSA Security Operations Manager	(805) 654-3816
Citation Review Desk	(805) 654-3700
GSA Special Events	(805) 477-7187
Information & Message Center– GSA Reception	(805) 654-3700
GSA Security / Special Services	(805) 654-2051

Keep this list available for emergency and routine maintenance numbers.

