
	SOP-209 (Ver. 3) Security Advisory Committee
Standard Operating Procedure (SOP)	Effective: 1/25/2022 Supersedes: 11/02/2020
Approved By: James D. Herberg General Manager 	

I. Purpose

The purpose of this SOP is to define the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property; and establishes a Security Committee for coordination of the Orange County Sanitation District’s (OC San) security policies and procedures.

OC San is committed to the safety and security of employees, contractors, and visitors, with expert guidance from Risk Management staff and the Security Committee (Committee), and through the establishment of reasonable practices that:

- Support a safe and secure environment in all facilities owned and/or operated by OC San.
- Promote safety and security through OC San’s policies and procedures.
- Provide an appropriate level of security on OC San facilities.
- Safeguard OC San’s property and physical assets.

II. Organizational Units Affected

This policy applies to all Orange County Sanitation District (OC San) employees, visitors, and all persons who perform services for the OC San, including interns, volunteers, and persons working under contract.

III. Policy

The Risk Management Division is charged with ensuring the safety and security of employees, contractors, and visitors on OC San facilities.

The purpose of the Committee is to provide a formal means for employees to effectively participate with management in the identification and resolution of security concerns, and to promote the safety and security of OC San. Risk Management staff and the Committee will work in conjunction to safeguard physical and cyber resources, identify conditions or circumstances that may pose risks to the safety and security of the facilities, and prepare OC San to effectively respond to emergencies. The Committee shall make security recommendations to Risk Management as outlined in Sec. 5.2 of this SOP for evaluation and implementation, as appropriate.

All staff, contractors, and visitors share responsibility for the safety and security of the organization and must operate in compliance with applicable federal and state regulations and OC San policies.

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IV. Composition of the Committee

The Committee will be comprised of fourteen (14) members who serve in a leadership and/or supervisory role throughout OC San, as follows:

- Safety & Health Supervisor
- Security & Emergency Planning Specialist
- Executive Management Team Member
- Professional Group Representative
- Facilities Maintenance Supervisor
- Collections Manager
- Materials Control Supervisor
- Plant 1 Chief Plant Operator
- Plant 2 Chief Plant Operator
- Construction Management Supervisor
- Engineering Planning Supervisor
- Information Technology Supervisor (Cyber Sub-Committee)
- Information and Technology Analyst(s) (Cyber Sub-Committee)

The Committee will be comprised of a Cyber Subcommittee. The subcommittee composition will include the Information Technology Supervisor and Information Technology Analyst(s).

V. Responsibilities and Duties

A. Risk Management Responsibilities and Duties:

1. Chair quarterly Committee meetings.
2. Development of the quarterly meeting agenda.
3. Establish sub-committees as needed for special projects.
4. Communicate changes in new and existing security policy and procedures.
5. Obtain information and feedback on security policy and procedures and observations.
6. Obtain suggestions on security improvement.
7. Obtain feedback and buy-in for inter- and intra-organizational exercises.
8. Maintain documentation and records.
9. Maintain and update the Security Committee SharePoint page.

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10. Provide presentations regarding committee status and performance to the Executive Management Team (EMT).
11. Ensure effective communication of existing and updated security policies to OC San employees.

B. Committee Member Responsibilities and Duties

1. Review and recommend current and future security procedures and projects.
2. Collect security observations and suggestions for Committee review.
3. Provide Committee updates to their department employees.
4. Review and recommend collective security and emergency response exercises.
5. Provide observations, input, and recommendations on strategic security and emergency response issues.
6. Enhance the safety and security of our organization's critical infrastructure and emergency response capabilities.
7. Ensure that security measures will be considered at the earliest stage of new projects, such as the expansion of plant critical infrastructure.
8. Review findings and corrective actions of reported security incidents.

C. Departmental Responsibilities and Duties

1. Department Heads and individuals in supervisory and management roles are responsible for ensuring that employees under their supervision are aware of safety and security policies and the procedures for reporting security problems, accidents, emergencies, crimes, and threats.
2. They are also responsible for ensuring that emergency preparedness and continuity of operations plans are followed and communicated to all employees to ensure familiarity with, and coordination between departments and emergency responders.

D. Individual Responsibilities and Duties

1. Individuals are responsible for being aware of, and complying with, OC San policies and procedures, and applicable law.
2. Employees should take any threat or violent act seriously and report acts of violence or threats to the appropriate authorities as set forth in OC San policies.

VI. Meetings

The Committee will meet once every quarter. Meeting minutes will be recorded and maintained by Risk Management. Risk Management may call a meeting if required by the EMT or if there is another urgent security issue.

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The Committee members will attend and actively participate in all meetings. Notification must be made to Risk Management if any member of the Committee cannot be in attendance. On the rare occasion that a committee member cannot attend, they will be required to provide an alternate in their place and he/she must be prepared to fully participate.

Committee members who were not present for the quarterly meeting will have the opportunity to submit suggestions within 30 days after the receiving completed minutes from Risk Management.

VII. Recordkeeping

All records concerning Committee activities, i.e., inspections, findings, recommendations, and actions, will be maintained by Risk Management.

The record of minutes will be facilitated and stored by Risk Management and will be saved on the Risk Management Security SharePoint site.

All records created or generated during this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The OC San Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of OC San records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for ensuring that documents are properly marked, indexed, and filed for their projects or area of responsibility.

VIII. References

SOP-208 Workplace Security Policy

OC San Personnel Policy 1.3 Workplace Violence & Weapons

OC San Personnel Policy 5.1 Rules of Conduct

IX. Revision History

Version	Date	By	Reason
1.0	05/11/2019	Harp, Derek	New
2.0	09/25/2020	Frattali, John	Periodic Update – Refer to Program Change Log
3.0	12/13/2021	Frattali, John	Annual Program Update – Rebrand Only