

<b>Project Plan</b>	Cost		Difficulty of implementation 1 - 10 (diff)	Benefits of implementation	Deliverable - Output (expected outcome)	Responsible Party	Delivery Date
<b>Important Issues</b>							
<b><i>Cash Handling</i></b>							
Develop policies/procedures and train staff	Minimum		3	Less errors in cash handling	More consistency with handling cash	Finance	Jul-11
Keep cash/checks locked up in a safe or drawer	Minimum	100.00	3	Less money being stolen	Protection of the money	Department Heads	Jul-11
Install duress alarms at each counter (phones)	0 - 400		1	Immediate notification of situation	Immediate communication	IT Dir.	Jun-11
Install an office safe for money storage							
Use Treasurer's Office as a bank	Minimum		3	Better protection of money	Consistent handling of money	Department Heads	Jul-11
<b><i>Have exterior/interior patrols</i></b>							
Have a system in place where employees can request a patrol	Minimum		1			Sheriff	Done
Protect the building during and after business hours (Sheriff's Office conducts exterior patrols when building is closed)	Minimum		1			Sheriff	Done
<b><i>Perimeter</i></b>							
Provide sufficient lighting, focus on dim areas and provide enough lighting for CCTV, east side	Minimum	500	3	Better lighting	Better security at night	Facilities Manger	Sep-11
Keep doors locked after hours	Minimum					Facilities Manger	Done
Conduct daily patrols during business hours	Minimum		3	More presence of officers	The building and people should be safer	Sheriff/Facilities	Sep-11
<b><i>Public Lobbies, Hallways, Stairwells and Elevators</i></b>							
Provide emergency lighting	Minimum		1			Facilities Manger	Done
*Establish egress and ingress standards for stairwells, hallways and elevators						Facilities Manger	

Post emergency evacuations procedures and diagrams	Minimum			1 Trained staff for an evacuation	Controlled evacuation	Emergency Management	Done
<b>Screening Mail and Packages</b>							
Provide routine visual inspection	Minimum			2 Awareness of suspicious packages	Ability to identify a suspicious packages	Administration	Done
Address verification examination	Minimum					Post Office	Done
Require staff to attend Postal Service training (4)	1000	4000		5 Trained mail room staff	Safer processing of the mail	Administration	Dec-11
Develop protocol with regards to mail and packages	Minimum			3 Being able to spot something that is not "normal"	Mail handled consistently	Administration	Aug-11
		4600					
* Phase II							