

STATE OF ALASKA

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE COMMISSIONER

POUCH H — STATE CAPITOL
JUNEAU 99801

SB 63 - ALL
JAY S. HAMMOND, Governor

March 7, 1975

The Honorable William K. Parker
Alaska State House of Representative
State Capitol Building
Pouch V
Juneau, Alaska 99801

Dear Representative Parker:

This letter is in response to your letter of March 5, 1975 concerning specific information relevant to Senate Bill No. 63, which is a supplemental appropriation to the Department of Public Safety in the amount of \$148,000 to initiate a building security program for the Capitol Complex in Juneau.

In addition to the specific information you have requested, I am enclosing information that has been compiled from the files of the Department of Public Safety which in some detail gives the history concerning the problem how the State in the past has attempted to solve it, and also some specific information that was gathered at the request of the Senate Finance Committee. Please feel free to distribute to your committee members or other members of the Legislature all of the information that we are supplying to you.

Now to be more specific and answer your questions--a Revised Program was submitted by the Department on December 5, 1974 in the amount of \$188,100. Since that time, through the Governor's Budget Review Committee, this amount has been reduced to \$148,000 and we are including the work sheet of the Governor's Budget Review Committee which indicates what items and positions have been deleted.

To detail exactly how the funds will be spent for the remainder of this fiscal year, below is an itemized breakdown:

Personal Services	\$41,500.00	(for 6 people)
Contractual Services	3,000.00	(training costs at Trooper Academy)
Commodities	4,700.00	(uniform costs, forms, office supplies and office equipment.)

The Honorable William K. Parker

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Equipment	\$96,500.00	(TV monitoring equipment, electric locks, remote fire alarm systems, portable radios, base station, and installation of this equipment.)
Travel	1,800.00	(Travel for guards to attend the Public Safety Academy in Sitka and travel for specialized instructors to the Academy.)

Your request for information concerning the necessity for a special appropriation at this time rather than waiting till fiscal year '76, we have several reasons for that and I will attempt to outline them to you.'

First of all a majority of the equipment which we envision ordering takes anywhere from three to five months to procure once the specifications have been written, the Division of Supply goes to bid, and the vendor finally delivers and installs. For that reason we felt that the equipment should be ordered as soon as possible and, hopefully, installed by July 1, 1975.

In addition, because of the amount of vandalism that is occurring in the office buildings, we felt it would be advantageous to immediately put some uniform security guards on duty rather than wait until July. These are new positions so once the Classifications have been approved by the Division of Personnel the jobs must be advertised for 30 days and then appointments can be made. Therefore, if we waited until July 1, we would have to advertise for 30 days, then offer appointment, and the normal person has to give two weeks notice, so it would not be underway with the Uniform Security Guard Program until the first of September. Hopefully, through this supplemental appropriation we will have the guards on duty and fully operational prior to July 1.

In addition, we want to send the security guards to the Municipal Police Academy in Sitka, which starts on April 7, and provide them with the basic law enforcement training that they will need to carry on their functions as building security guards.

We don't envision that we want to hire individuals who are semi-retired and not capable of performing in a useful and professional manner. Therefore, we feel it is essential that these people do receive basic training in first aid, public contact, juvenile rules and regulations, criminal investigation, Alaska criminal law, interviewing witnesses, interviewing suspects, search and seizure, building security

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March 7, 1975

Page 3

and patrol, and other subjects related to their functions.

At the present time the State has a considerable investment in its buildings, furnishings, records and employees, and for the most part after 4:30 and on weekends and holidays the facilities are vacated and no responsible person is on duty to detect problems such as leaking pipes, vandalism, thefts, fires, open windows, open doors, unauthorized people in the building, and etc. We realize, obviously, that this program will not eliminate all of the problems that are currently existing in the Capitol Complex, but certainly the appearance of a uniformed officer will have a certain deterrent affect, and also the fact that now somebody will be responsible for the security of the buildings we feel is extremely important.

We envision with our proposed staff that we will have one security officer on duty 24 hours a day, 7 days a week. In addition, we will have on our night shift and weekends dispatchers who will be primarily responsible for monitoring the fire alarm systems, which will be remoted from the State Office Building, the new Court Building, and the Museum. At the present time, although these systems are extremely expensive they are installed in such a location that after 4:30 nobody is physically monitoring them. In other words, if there is a fire in the State Office Building and a sprinkler head is triped, or a smoke detector goes off, the fire department will respond and they have to drive to the back of the building between the Alaska Office Building and the State Office Building to look at the panel to determine where the fire is at. By remoting this equipment to our office our dispatcher will immediately be able to notify the fire department and tell them where the fire is located, which should save precious minutes.

In addition, in the State Office Building there is located a very sophisticated monitoring system for their furnaces, air conditioning units and other equipment. These gages are not monitored after 4:30 p.m. and we envision that our security guard, although not being technically qualified to take corrective action, he will monitor this equipment on his rounds, and if he detects a problem he will be in a position to notify the responsible building official of the situation.

In addition, the security guards will be available to assist the general public in directing them to proper offices and proper locations throughout the city.

Hopefully, if the program is approved, next year we would be able to

The Honorable William K. Parker

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provide the security that the Legislature desires during their sessions, which would save between \$15,000 and \$20,000 which is now being spent to hire a private guard force for the Legislature.

In fiscal year '76 we have requested \$141,000 to fund the program for that year and the majority of the money will be for personal services.

One other item which we think is extremely important is that at the present time the State does plan review on new State buildings for OSHA regulations, building code regulations, and fire regulations, but nobody has ever done the plan review for security. We would envision that our Security Specialist would do plan reviews to make sure that the proper outside locks are installed, the proper monitoring equipment is included in the building, and that security problems are addressed prior to construction and not afterwards, which is always extremely expensive.

You will note in our Revised Program that we indicated that we would have TV monitoring equipment at the various entrances to the State buildings. As a result of extreme high costs, we now feel that this will not be possible in all buildings and had the wires and conduit been run during construction, this could have been accomplished. Therefore, we will be modifying this program somewhat and are currently being assisted in this endeavor by representative from Motorola and a security firm in Anchorage.

In addition to the Capitol Complex in Juneau, our Security Specialist will be available to assist State agencies in other locations in determining their security needs and what can be done to prevent the theft of State property and equipment.

I have had Pat Wellington working on this project, in addition to other duties, for the past two months, and he certainly is available to appear before your committee and testify in more detail concerning our proposed program. In addition to Mr. Wellington, I would recommend that you have Mr. John George, the Risk Manager for the State, appear; and also Mr. George Porter, who is Chief of Building Maintenance for the Division of Buildings, appear--as I feel their input would be valuable to the committee in their deliberations.

In closing, Representative Parker, we feel that the program is necessary, and for the reasons stated above, would like to get the program funded this fiscal year so that the necessary items of equipment can be ordered; the officers hired and trained, and the program underway before the busy

The Honorable William K. Parker

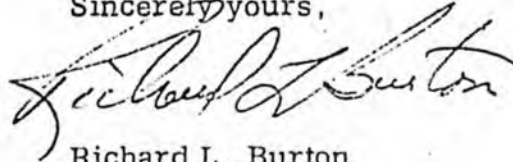
March 7, 1975

Page 5

tourist season is upon us this summer.

Thank you very much for the opportunity to respond to you and, again, please feel free to call upon us for further information or testimony, if you so desire.

Sincerely yours,



Richard L. Burton
Commissioner

cc: Representative Hugh Malone ✓
Chairman
House Finance Committee

Enclosures

"An Act making a special appropriation to the Department of Public Safety, building security; and providing for an effective date."

COMMITTEE REPORT

3/21/75

HOUSE

Mr. Speaker:

Date _____

The Committee on FINANCE has had SB 63

under consideration. A Majority of the members of the Committee

recommends it DO PASS

recommends it DO NOT PASS

recommends it DO PASS WITH ATTACHED AMENDMENT(S)

recommends it BE REPLACED WITH CS FOR _____ AND THAT
CS FOR _____ DO PASS

"and" recommends it BE REFERRED TO THE _____
COMMITTEE

reports it back WITHOUT RECOMMENDATION

"other"

Members signing the Majority report:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Members NOT concurring in the Majority report:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

_____ recommends:

_____ Chairman

"An Act making a special appropriation to the Department of Public Safety, building security; and providing for an effective date."

3/3/75

COMMITTEE REPORT

FINANCE

HOUSE

Mr. Speaker:

Date 24 MAR 75

The Committee on STATE AFFAIRS has had SB 63

under consideration. ^{and} ~~A Majority~~ of the members of the Committee

() recommends it DO PASS

() recommends it DO NOT PASS

() recommends it DO PASS WITH ATTACHED AMENDMENT(S)

() recommends it BE REPLACED WITH CS FOR _____ AND THAT

CS FOR _____ DO PASS

() "and" recommends it BE REFERRED TO THE _____

COMMITTEE

() reports it back WITHOUT RECOMMENDATION

(X) "other" report it back w/individual recommendations.

Members signing the Majority report:

Neil Hulle DO PASS
[Signature] do pass

Members NOT concurring in the Majority report:

Joe McKinnon recommends: No Rec.

Ben [Signature] recommends: DO REC

_____ recommends:

_____ recommends:

_____ recommends:

Ben [Signature] Chairman

Introduced: 1/23/75
Referred: Finance

63

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

1 IN THE SENATE

2 SENATE BILL NO. 63

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 NINTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act making a special appropriation to the Depart-
7 ment of Public Safety, building security; and pro-
8 viding for an effective date."

9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

10 * Section 1. The sum of \$148,000 is appropriated from the general fund
11 to the Department of Public Safety for the fiscal year ending June 30, 1975
12 to implement a capitol complex building security program.

13 * Sec. 2. This Act takes effect immediately in accordance with AS 01.
14 10.070(c).

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COMMITTEE COPY

January 27, 1975

The Honorable Chancy Croft
President of the Senate
Alaska State Legislature
Juneau, Alaska 99811

Dear Mr. President:

Pursuant to the Uniform Rules of the Legislature, I am transmitting a bill making a special appropriation to the Department of Public Safety for building security in the amount of \$148,000. This will allow implementation of a capital complex building security program which would include the remote visual observation and control of entrances to the various buildings.

Sincerely,

Jay S. Hammond
Governor

ALASKA STATE LEGISLATURE

NINTH... Legislature FIRST.. Session

SENATE BILL..... NO. 63...

BY THE RULES COMMITTEE BY.....
REQUEST OF THE GOVERNOR

"An Act making a special appropriation to the Department of Public Safety, building security; and providing for an effective date."

spec. approp. building security

Introduced in the Senate 1/28, 1975

HISTORY IN THE SENATE

10/75	Read first time and referred to Committee on Finance												
1 28													
2 25	Reported back with recommendation that <i>To Rules</i>												
3 3	Read second time and <i>advances</i>												
3 3	Read third time and												
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Nays	Nays												
Absent	Absent												
Excused	Excused												
3 3	Reported correctly engrossed												
	Signed by President												
	Sent to House												
	<i>Reuben L. ...</i>												
	SECRETARY OF THE SENATE												

HISTORY IN THE HOUSE

19 75	Read first time and referred to Committee on <i>State Affairs</i>												
19 75	Reported back with recommendation that												
	Read second time and												
	Read third time and												
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PASS	Effective Date												
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Nays	Nays												
Absent	Absent												
Excused	Excused												
	Reported correctly engrossed												
	Signed by Speaker												
	Returned to Senate												
	CHIEF CLERK OF THE HOUSE												

HISTORY IN THE SENATE

19	Received from House
	Reported correctly enrolled
	Sent to Governor
 By Governor
	Filed with Lt. Governor
	Chapter No.

Introduced: 1/28/75
Referred: Finance

1 IN THE SENATE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 SENATE BILL NO. 63

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 NINTH LEGISLATURE - FIRST SESSION

5 A BILL

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SB63

F / 75 BUDGET

SUBMISSION

BUDGET REQUEST UNIT : BUILDING SECURITY

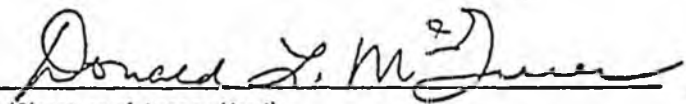
PROGRAM CATEGORY : GENERAL GOVERNMENT

Agency: PUBLIC SAFETY Division: STATE TROOPERS

Name and Position of Program Manager: Donald L. McQueen Phone: 465-4300
Acting Commissioner

Name and Position of Agency Contact: Vona L. Hall Phone: 465-4300
Fiscal Officer

Date: _____


(Signature of Agency Head)
Donald L. McQueen

Revised 12/5/74

1

DEFINITION STATEMENT

FY 75

AGENCY	CATEGORY	code	
Public Safety	PROGRAM	62	Admin. of Justice
	SUB-PROGRAM	01	Pat., Det., & App.
Alaska State Troopers	ELEMENT	04	Enforcement
	SUB-ELEMENT		Building Security

STATUTORY BASIS: AS 18.65.010-110

DEFINITION:

This is pilot program providing

The program provides for planning security programs for State facilities, and supervising security staffs where required.

for future

OBJECTIVES:

Long range objectives will provide security programs as needed for State facilities. This will prevent accidents; provide emergency medical assistance to employees and building visitors; reduce vandalism and theft; and provide a fire watch.

~~APPROXIMATE~~
 An immediate objective of the program is to provide a 24-hour a day, seven day a week security force for the multi-million dollar State facilities located in Juneau. The facilities to be covered would be the State Office Building, the Alaska Office Building, Court Building, Community Building, Capitol Building and Archives Building. Through on-site security personnel, it is anticipated that access to the State buildings will be restricted and therefore vandalism and theft will be reduced.

Parking garage

2
FY 75

ANALYTIC STATEMENT

AGENCY	CATEGORY	code	
Public Safety	PROGRAM	06	Admin. of Justice
		02	Pat., Det., & App.
	SUB-PROGRAM	01	Enforcement
Alaska State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

Page 1 of 4

OVERVIEW: Security

With the present number of State-owned buildings, and the many buildings planned for future needs it is evident that one area of State obligation has been neglected.

The two major areas of State responsibility are people and property. The people include State employees and building visitors. The property includes the buildings, as well as the "portable" items such as calculators, etc.

X The protection of employees and visitors should include: fire prevention areas of fire watch, training, and constant building inspections for blocked fire exits, unsafe practices, etc.

administration of first aid and emergency medical treatment.

observation of, and corrective action initiated for unsafe conditions such as icy steps or sidewalks, etc.

The protection of property and equipment should include: the same areas of fire prevention mentioned above, but will also include the emergency methods for fire containment, emergency methods at fire discovery, etc.

It is not economically practicable to provide 24-hour guard service on each State-owned building in every community, but a start must be made to identify those areas where conditions require corrective action.

Future building design must include the proper provision for: security needs for entrance/exits; area lighting; locking devices; and TV monitoring where applicable.

The capital complex in Juneau is the logical starting point for such a program with its high concentration of buildings and people.

2

EXPLANATION

FY 75

Page 2 of 4

AGENCY	CATEGORY	code	
Public Safety	PROGRAM	06	Admin. of Justice
		02	Pat., Det., & App.
DIVISION	SUB-PROGRAM		
Alaska State Troopers	ELEMENT	01	Enforcement
		04	Building Security
	SUB-ELEMENT		

PROGRAM SPECIFICS

The Security Program for the Juneau area will commence on January 1, 1975 through the hiring of a Security Specialist and six uniformed Guards. They will be responsible for the security of the major buildings in the capitol complex in Juneau, which includes the Capitol Building, the new Court Building, Alaska Office Building, State Office Building, Community Building and the Records and Archives Building. In addition, certain electronic monitoring equipment will be purchased and located at strategic points in various buildings. This electronic equipment will include TV cameras, electronic locks and a speaker system.

It is anticipated that the building doors will be locked by 5:30 p.m. each evening. Access will be gained through properly identifying oneself through the speaker system and TV monitoring system at the doors. This relays to the control center located in the Department of Public Safety Dispatch Center or the 5th floor of the new Court Building. This system should reduce the necessity for door keys being issued other than to maintenance personnel and top administrative people. It is my understanding that, at present, there are over 350 keys issued to the new State Office Building, and an equal number issued for the Capitol Building, Alaska Office Building and Community Building. The issuance of keys should be held to no more than 12 per building.

The three dispatchers included in the program will be responsible for maintaining an identification system, presently envisioned as a card on each employee who has been authorized by his director to be in the building after normal working hours. All new employees will or will not be cleared to be in the building after normal working hours. On his identification card it will indicate what floor in the building he has access to.

The system will work like this: When an individual presents himself at the building, he will buzz the security complex, the dispatcher on duty will request his name, the Department and Division he works for and some identifying item such as date of birth, social security number or driver's license number. A rapid check of the file will determine whether or not the individual is on record as receiving permission to have access to the building. Once the individual has entered the building, he may be stopped by a security guard who will be able to determine through questioning, what he is doing in the building and if he feels it is necessary, he can check with the security center to determine what building the employee has authorization to be in and on what floors. In other words, a person who works for the Division of Budget and Management on the 10th floor of the SOB and is found on the 3rd floor of the AOB with a calculator under his arm had better be able to explain to the security officer's satisfaction what he is doing there.

All ENTRY DOORS shall have speakers, electronically operated locks, and be monitored by a TV camera

The allowable points of entry, and equipment placement for each building should be as follows:

State Office Building:	3 entry points
Alaska Office Building:	1 entry point, with an additional camera covering the passageway between these two buildings.
Capitol Building:	Front and rear door entry
Community Building:	Front door
Court Building:	Front door
Archives Building:	Front door - 3 other cameras shall be placed in the building to detect intrusion, fire or mechanical problems, for the extra protection required by the nature of the items stored in this building.

In addition, one officer will be on duty during the daytime, and can assist in directing visitors to the capitol complex to the right offices; he will be trained to provide first aid; and will perform firefighting functions prior to the arrival of the firefighters. Also, during the normal working hours, he will be available to reduce the loitering by children who are now riding the elevators, abusing the vending machines and generally creating a nuisance in the buildings.

He will be able to maintain a central lost and found department for the Capitol Building Complex.

He will assist the State Troopers or the Juneau Police Department in criminal investigations.

The guard will be in a position to note and inform the Division of Buildings of any faulty items that he might notice, such items as loose stair treads, broken windows, leaking faucets and unsightly garbage and trash. The day security officer will be able to police the parking structure at the SOB and the Capitol Building and request impounds on vehicles illegally parked.

In addition to providing physical security for the Capitol Building Complex, the guards will be available to detect major mechanical problems such as leaking pipes, faulty electronic systems, fires and other problems that could develop during the time the buildings are not normally occupied by State employees.

He will be instructed to note any hazardous conditions as he tours the buildings and call these to the attention of

his supervisor who, in turn, will notify the appropriate department representative. This would include, but not be limited to, excessive overloading of electrical circuits, items blocking fire exits or fire lanes, blocked fire extinguisher cabinets, blocked fire stairway exits and many other health and safety hazards that might come to his attention.

This program is not a solution to all the problems that are currently existing in the State Capitol Building Complex, but it certainly would reduce access to the building, which should reduce theft and vandalism and by having on-site security personnel on duty at all times.

3

FY 75

PROGRAM ACCOMPLISHMENTS PLAN

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Patrol, Det. & App.
DIVISION	SUB-PROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

MEASURE	FY 73		FY 74 PLAN	FY 75 PLAN		EXPLANATION
	PLAN	ACTUAL		MAINTENANCE	REQUEST	
Hire, train 6 guards					100%	
Set up report forms for activity reports					100%	
Train Juneau dispatchers on security equipment					100%	
Initiate records system of personnel using building after hours.					100%	

COMPONENT
OPERATING EXPENDITURES
BY OBJECT

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Pat., Det., App.
DIVISION	SUBPROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUSELEMENT		

REVISED 12/5/74

ACCOUNTING CODE

CODE	EXPENDITURE BY OBJECT	FY 72 ACTUAL	FY 73 AUTHOR ZEC	FY 74				
				AGENCY			GOVERNOR'S BUDGET	LEGISLATIVE ALLOWANCE
				Maintenance	Change	Request		
100	PERSONAL SERVICES				76.9	76.9	79.6	
200	TRAVEL				.4	.4	.3	
300	CONTRACTUAL SERVICES				5.1	5.1	1.9	
400	COMMODITIES				4.7	4.7	3.4	
500	EQUIPMENT				101.0	101.0	92.8	
600	LANDS, BUILDINGS, IMPROVEMENTS							
700	GRANTS, CLAIMS, SHARED REVENUE							
800	MISCELLANEOUS							
	TOTAL				188.1	188.1	148.0	148 90 58 27 31
	INTER-AGENCY TRANSFERS				1.8	1.8		
FUNDING SOURCE	FEDERAL RECEIPTS							
	REQUIRED GENERAL FUND MATCHING							
	OTHER GENERAL FUND				188.1	188.1	148.0	
	INTER-AGENCY TRANSFERS							
	OTHER:							
POSITIONS	PERMANENT FULL-TIME				10	10	7	
	PERMANENT PART-TIME							
	TEMPORARY (IF FULL-TIME EQUIVALENTS)							
	NUMBERS OF MAN-MONTHS				51	51	28	

7 Analysis of Governor's Decisions

ITEM	AMOUNT	FUNDING SOURCE	EXPLANATION
FY 75 Request	188.1	GF	
	(9.1)	GF	Salary for guards for January and February not required. 100-15.1, 200-.1, 400-1.3
Delete 2 guard positions	(16.5)	GF	
Delete 1 dispatcher	(4.1)	GF	
Contractual	(3.2)	GF	Phones, insurance, school expense.
Equipment	(.6)	GF	Delete second typewriter.
Equipment	(7.6)	GF	Camera equipment for Archives and Records
Recommend	<u>148.0</u>	GF	

BRU Building Security BI:U CODE 12-95-1-11-00-00 REVISED _____



PERSONAL SERVICES
SUMMARY

Y 75

REVISED 12/5/74

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Pat., Det., & App.
DIVISION	SUB-PROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

CODE	ITEM	FY 73 ACTUAL	FY 74 AUTHORIZED	FY 75				
				AGENCY			GOVERNOR'S BUDGET	LEGISLATIVE ALLOWANCE
				Maintenance	Change	Request		
00	CURRENT PERSONAL SERVICES							
	SALARIES							
	OVERTIME							
	BENEFITS							
	VACANCY			%	%	%	%	%
	SUB-TOTAL							
	NEW PERSONAL SERVICES							
	SALARIES				56.3	56.3		
	OVERTIME				8.9	8.9		
	BENEFITS				11.7	11.7		
	VACANCY			%	%	%	%	%
	SUB-TOTAL				76.9	76.9		
	TOTAL				76.9	76.9	496	
FUNDING SOURCE	FEDERAL RECEIPTS							
	REQUIRED GENERAL FUND MATCHING							
	OTHER GENERAL FUND				76.9	76.9	49.6	
	INTER-AGENCY TRANSFERS							
	OTHER:							
POSITIONS	PERMANENT: FULL-TIME				10	10	7	
	PERMANENT: PART-TIME							
	TEMPORARY (FULL-TIME EQUIVALENTS)							
	NUMBER OF MAN-MONTHS				51	51	28	

12

PERSONAL SERVICES
NEW POSITIONS SUMMARY

FY 75

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Pat., Det., App.
DIVISION	SUB-PROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

REVISED 12/4/74

CLASSIFICATION TITLE (1)	Priority (2)	PCN (3)	PAY RGE. (4)	MTHLY. SALARY (5)	BUDGETARY USE (6)	TOTAL POSITION COST (7)	FISCAL YEAR 75				
							NO. POS (8)	NO. MO (9)	ANNUAL AMOUNT		GOVERNOR (12)
									AGENCY		
									MAINTENANCE (10)	CHANGE (11)	
1											
2									65,167		
3											
4											
5									11,730		
6											
7									76,897		
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
SALARIES									56,312		
OVERTIME									8,855		
BENEFITS									11,730		
SUB-TOTAL									76,897		
VACANCY									13		
TOTAL									76.9	49.6	
PERMANENT FULL-TIME POSITIONS									10	7	
PERMANENT PART-TIME POSITIONS											
TEMPORARY (FULL-TIME EQUIVALENTS)											
NUMBER OF MONTHS									51	28	

REVISED 12/4/74

12A

PERSONAL SERVICES
NEW POSITIONS SUMMARY

FY 75

REVISED 12/5/74

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Pat., Det. & App.
DIVISION	PROGRAM	01	Enforcement
State Troopers	SUBELEMENT	04	Building Security
	SUBELEMENT		

CLASSIFICATION TITLE (1)	P r i o r i t y (2)	PCN (3)	PAY RGE. (4)	MTHLY. SALARY (5)	BUDGETARY USE (6)	TOTAL POSITION COST (7)	FISCAL YEAR 75				
							NO. POS. (8)	NO. MO. (9)	ANNUAL AMOUNT		GOVERNOR (12)
									MAINTENANCE (10)	CHANGE (11)	
1 Security Guard			12	977		58,056	6	36		35,172.	
2											
3 Overtime:											
4 To 40 Hour Week											
5 2.5 hr. per week x 26 weeks x 6 months											
6 390 hours @ 6.01 x T.5										3,516.	
7											
8 Emergencies and Holidays											
9 4 holidays x 3 shifts x 7.5 hrs. = 90.5 hrs.											
10 Emergencies & sick/annual leave											
11 Coverage - 2 days each month											
12 12 days 3 shifts x 7.5 hours = 270.0 hrs.											
13											
14 360.0 hrs. @ 6.01 x T.5										3,245.	
15											
16										41,933.	
17											
18 Radio Dispatchers I			11	916			3	9		8,244.	
19 Overtime: to 40 hr. week											
20 2.5 hours per week x 12 weeks x 3 shifts = 90 hours											
21 1 holiday x 3 shifts x 7.5 hours = 22.5 hours											
22 Emergencies + Sick/Annual Leave 2 days per month											
23 6 days x 3 shifts x 7.5				135.							
24											
25 247.5 x \$5.64 x T.5										2,094.	
26											
27 Dispatchers Sub-Total										10,338	
28											
29 Security Specialist			21	2,149*			1	6		12,896.	
30 * includes 15% increase											
31 for Supervisor's contract											
32											

REVISED 12/5/74

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Patrol, Det. & App.
DIVISION	SUB-PROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

POSITION TITLE Security Guard		RANGE 12	LOCATION Juneau
CLASSIFICATION OF POSITION PFT	NEW X	M/C: C	PRIORITY _____ PAGE / LINE _____
	ESTABLISHED		
TYPE OF EXPENDITURE	FY 75		DETAIL OF RELATED EXPENSES
	AMOUNT	FUNDING SOURCE	
PERSONAL SERVICES	8246.	G.F.	Salary 5002; OI 1126; Benefits 1255
EQUIPMENT			not geared to specific position
OTHER	1430.		Travel \$60.; Training Cost 420.; Ins. 250. Uniform, Supplies \$700.
TOTAL	9676.		

PROJECTIONS	FY 76	FY 77	FY 78	FY 79
TOTAL EXPENSES	16,500.	18,000.	18,900.	21,000.
	G.F.	16,500.	18,000.	18,900.
				21,000.

EXPLANATION:
See attached sheets for duties and schedules.

GOVERNOR	APPROVED <input type="checkbox"/>	LEGISLATURE	APPROVED <input type="checkbox"/>	CERTIFICATION BY AGENCY HEAD	DATE
	DISAPPROVED <input type="checkbox"/>		DISAPPROVED <input type="checkbox"/>		

APPROVED CLASSIFICATION
CLASS CODE
RANGE
APPROVED BY:
EFFECTIVE DATE
LOCATION
PCN

Definition:

Under direction of a higher ranking officer of the Department of Public Safety, performs duties relating to the protection and security of personnel, equipment, property and buildings in the State Capitol Complex.

Examples of Duties:

Administers emergency medical treatment and first aid. Will receive training as Emergency Medical Technician.

Patrols buildings and grounds to detect violations, fires or other unusual activity.

Responds to calls for assistance.

Takes charge in cases of emergency.

Makes investigations of reported unusual or unauthorized activities and takes appropriate action.

Performs other routine law enforcement and fire-fighting duties including riot control.

Work is maintained on a 24 hour per day, 7 days per week schedule which involves working shifts, weekends and holidays.

Knowledge, Skills and Abilities:

Knowledge of: State, Federal and local laws, fire protection and safety rules and regulations.

Ability to: Learn emergency medical techniques; analyze problems and situations and take prompt effective action; observe and record events accurately; think and act quickly in emergencies; use and care for small arms.

Minimum Qualifications:

Three years of paid work experience including one year of dealing with the public.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A	D	RDO	RDO	D	D	D	D
B	RDO	D	D	S	S	S	RDO
C	S	S	S	RDO	RDO	S	S
D	S/4	G	G	G	RDO	RDO	S/4
E	G	RDO	RDO	G	G	G	G
F	RDO	S/4	S/4	S/4	S/4	S/4	RDO

per day	4	4	4	5	4	5	1
---------	---	---	---	---	---	---	---

Code: RDO - Regular Day Off
D - Day Shift
S - Swing
G - Graveyard

PERSONAL SERVICES
REQUEST FOR NEW POSITION

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Patrol Det. & App.
DIVISION	SUB-PROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

75

POSITION TITLE Radio Dispatcher I		RANGE 11	LOCATION Juneau
OFF POSITION PPT	NEW X ESTABLISHED	N/C: C	PRIORITY _____ PAGE / LINE 12A/17
TYPE OF EXPENDITURE	AMOUNT	FY 75 FUNDING SOURCE	DETAIL OF RELATED EXPENSES
PERSONAL SERVICES	4066.	G.F.	Salary 2748; OT 698; Benefits 620
EQUIPMENT			Equipment not geared to specific position
OTHER			Will work in department dispatch center.
TOTAL	4066.	G.F.	

PROJECTIONS	FY 76	FY 77	FY 78	FY 79
TOTAL EXPENSES	15.3	17.1	18.0	19.0
	G.F.	15.3	17.1	18.0

EXPLANATION: Communication needs for the capital complex security force will add demands on the present staff. The existing staff of dispatchers cannot handle without additional positions. In addition to monitoring the video cameras, building lock system, will augment normal dispatch duties, under direction of the Trooper Operations Assistant.

Position is responsible for receiving, transmitting, evaluating and relaying information to, from and between State Trooper mobile units, other agencies and the public by telephone, radio telephone and in person for the Juneau Detachment, and other local segments of the Department of Public Safety

Duties reflect those of Radio Dispatcher I.

GOVERNOR	APPROVED <input type="checkbox"/>	LEGISLATURE	APPROVED <input type="checkbox"/>	CERTIFICATION BY AGENCY HEAD	DATE
	DISAPPROVED <input type="checkbox"/>		DISAPPROVED <input type="checkbox"/>		

REVISED PROGRAM
 REQUEST FOR NEW POSITION

AGENCY	CATEGORY	06	Admin. of Justice
Public Safety	PROGRAM	62	Pat. Det. & Appr.
DIVISION	SUB-PROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

POSITION TITLE		Security Specialist		RANGE	21	LOCATION	Juneau	APPROVED CLASSIFICATION
TYPE OF POSITION		PFT		REF: FORM 02-1012A LINE 29				
TYPE OF EXPENDITURE	FY 75 (Current Yr.)		DETAIL OF RELATED EXPENSES					
	AMOUNT	FUNDING SOURCE						
PERSONAL SERVICES	15,217	G. F.	Salary 12,896; benefits 2,321					
EQUIPMENT								
OTHER	600		.3 Special Risk Insurance .3 Uniform needs, office supplies					
TOTAL	15,817	G. F.						
PROJECTIONS		FY 76 (Next Yr.)	FY	FY	FY	FY	CLASS CODE	
TOTAL EXPENSES		30.9						
FUNDING SOURCE							APPROVED BY: RANGE	
EXPLANATION: See attached proposed class specification.								EFFECTIVE DATE
Position will be in Juneau, under general direction of the Commissioner of Public Safety.								
Coordinates with AST Police Operations Assistant for Dispatcher and Guard daily coordination of activities.								
Coordinates police activities with AST "B" Detachment Commander, and city of Juneau Chief of Police.								LOCATION
CERTIFICATION BY AGENCY HEAD						DATE		
PCN								

STATE OF ALASKA

Proposed Class Specification

SECURITY SPECIALIST

-21

Definition:

Under general direction of the Commissioner of Public Safety, has responsibility for planning, organizing, managing the protection and security of personnel, equipment, and property of State facilities.

Distinguishing Characteristics:

Positions allocated to this class are responsible for the overall safety and security programs for State facilities and supervises other security personnel.

Examples of Duties:

Responsible for planning, organization, budget preparation and direction of fire prevention, safety and security activities in all State facilities. Provides new programs as needed.

work with DIVISION OF BUILDINGS in design stage to incorporate security needs into any new State buildings.

Directs a large group of Guard and volunteer personnel; recommends appointments and promotions, evaluates performance, resolves employee problems, approves work and shift schedules.

In conjunction with AST Academy staff, develops and approves training plans for the security force; supervises actual training of crews, conducts fire and emergency drills and advises personnel in accepted safety measures.

Schedules and directs fire inspections of buildings, facilities and areas; conducts follow-up inspections to enforce controlling regulations and submits reports as required.

Prepares or approves comprehensive fire and security reports, researches written complaints from personnel or the general public and is responsible for maintenance of related files and records.

Is responsible for the care, maintenance and storage of assigned fire and security equipment.

Performs other related duties as required.

SECURITY SPECIALIST

Page 2

Knowledges, Skills and Abilities:

Knowledge of: State and local fire laws and regulations; modern firefighting methods, equipment and techniques; training course content and purposes; safety and security regulations, policy methods and procedures; modern office methods and practices; personnel rules and regulations.

Ability to: Supervise and train security personnel; interpret and apply rules and regulations; conduct intensive inspections; prepare clear and concise reports; work cooperatively with personnel of all State agencies and the general public; direct a maintenance and supply activity; control and keep complex records.

Minimum Qualifications:

Five years of firefighter, police or guard experience, plus one year at supervisory level with the State of Alaska.

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OTHER OPERATING EXPENSES
TRAVEL

Y 75

AGENCY	CATEGORY	code	
Public Safety	PROGRAM	06	Admin. of Justice
DIVISION	SUB-PROGRAM	62	Patrol Det. & App.
State Troopers	ELEMENT	01	Enforcement
	SUB-ELEMENT	04	Building Security

CODE	TRAVEL CLASSIFICATION	FY 73 ACTUAL	FY 74 AUTHORIZED	FY 75			GOVERNOR'S BUDGET
				AGENCY		Request	
				Maintenance	Change		
200	TOTAL				.4	.4	.3
210	FIELD TRAVEL						
	IN-STATE						
	OUT-OF-STATE						
220	ADMINISTRATIVE TRAVEL				.4	.4	.3
	IN-STATE						
	OUT-OF-STATE						
230	CONVENTIONS AND MEETINGS						
	IN-STATE						
	OUT-OF-STATE						
240	INTER-AGENCY TRANSFERS Non-Add						

EXPLANATION:

220: Travel to Sitka for training purposes:
 6 men x \$55.27 Round Trip 331.62
 No per diem.

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OTHER OPERATING EXPENSES
CONTRACTUAL SERVICES

Y 75

AGENCY	CATEGORY	code	
Public Safety	PROGRAM	06	Admin. of Justice
DIVISION	SUB-PROGRAM	62	Patrol Det. & Appr.
State Troopers	ELEMENT	01	Enforcement
	SUB-ELEMENT	04	Building Security

CODE	CONTRACTUAL SERVICES CLASSIFICATION	FY 73 ACTUAL	FY 74 AUTHORIZED	FY 75			GOVERNOR'S BUDGET
				AGENCY			
				Maintenance	Change	Request	
300	TOTAL				5.1	5.1	1.9
310	COMMUNICATION SERVICES				.7	.7	.1
320	PRINTING AND ADVERTISING						
330	RENTS AND UTILITIES						
340	REPAIRS, SERVICES AND ALTERATIONS						
350	TRANSPORTATION OF THINGS						
350	EQUIPMENT RENTAL						
370	INSURANCE AND BONDING				1.8	1.8	1.8
380	PROFESSIONAL FEES AND SERVICES				2.5	2.5	1.7
390	OTHER				.1	.1	.1
930	INTER-AGENCY TRANSFERS Non-Add				1.8	1.8	1.8

EXPLANATION:

- 310 Telephone extensions, each building
Centrex service "20. x 6 mo. x 5" buildings for guards \$720.
Additional extension, dispatch
- 370 Special Insurance 1.8 (6 mo.) (Risk Management, Administration)
- 380 Training Payment to Sheldon Jackson for attendance
Municipal Police officers school; Sitka Academy
6 men @ 28 days @ \$15. = \$2,520.

Revised 12/5/74

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OTHER OPERATING EXPENSES
COMMODITIES

FY 75

REVISED 12/5/74

AGENCY	CATEGORY	code	
Public Safety	PROGRAM	06	Admin. of Justice
		62	Pat., Det., & App.
		01	Enforcement
Alaska State Troopers	ELEMENT	04	Building Security
	SUB ELEMENT		

CODE	COMMODITY CLASSIFICATION	FY 73 ACTUAL	FY 74 AUTHORIZED	FY 75			GOVERNOR'S BUDGET
				AGENCY			
				Maintenance	Change	Request	
400	TOTAL				4.7	4.7	3.4
410	CLOTHING				4.1	4.1	2.4
430	FOOD FOR HUMAN CONSUMPTION						
440	FUEL (OTHER THAN FOR MOTOR VEHICLES)						
450	MAINTENANCE & CONSTRUCTION MATERIALS						
460	MOTOR VEH. PARTS, SUPPLIES & ACCESSORIES						
470	PROFESSIONAL & SCIENTIFIC SUPPLIES				.3	.3	.3
480	STATIONERY AND OFFICE SUPPLIES				.3	.3	.3
490	OTHER SUPPLIES, MATERIALS AND PARTS						
930	INTER-AGENCY TRANSFERS Non-Add						

EXPLANATION:

410 - Uniforms: 6 @ \$650. = \$3,900.
Includes brass; leather; guns; etc.

1 @ \$200. = 200.
Blazer for Supervisor; brass, leather

REVISED 12/5/74

EQUIPMENT

SUPPLEMENT

AGENCY	CATEGORY	code	Admin. of Justice
Public Safety	PROGRAM	62	Patrol, Det. & App.
DIVISION	SUBPROGRAM	01	Enforcement
State Troopers	ELEMENT	04	Building Security
	SUB-ELEMENT		

EQUIPMENT CLASSIFICATION	FY 73 ACTUAL	FY 74 AUTHORIZED	FY 75			
			AGENCY			GOVERNOR'S BUDGET
			Maintenance	Change	Request	
TOTAL				101.0	101.0	92.8
VEHICLES BOATS AIRPLANES						
OFFICE FURNITURE AND EQUIPMENT				2.8	2.8	2.2
EQUIPMENT REGULAR TO THE PROGRAM				98.2	98.2	40.6
SHOP AND MAINTENANCE EQUIPMENT						
OTHER EQUIPMENT						
INTER-AGENCY TRANSFERS Non-Add						

ANATION:

DESCRIPTION OF ITEMS REQUESTED	EQUIP CODE	NO OF UNITS	UNIT COST	TOTAL COST	REPLACEMENT	NEW
Portable radios, combination paper	530	4	2,100	8,400		8,400
Resuscitators	530	4	1,000	4,000		4,000
EMT Kits	530	4	200	800		800
TV Camera & electrical lock system	530	1	85,000	85,000		85,000
Buildings: Capital, 3 cameras, 2 e.locks & speaker						98,200
SOB 6 4						
AOB 2 1						
Court 2 1						
Comm. 2 1						
Archives 4 1						

