

Physical Security in SC Works Centers

LWDA Self-Attestation of Physical Security

LWDA: Click or tap here to enter text.	
Authorized Representative: Click or tap here to enter text.	Title: Click or tap here to enter text.
Phone: Click or tap here to enter text. Extension: Click or tap here to enter	Email: Click or tap here to enter text.

Physical Security Standards Definitions

LWDBs are required to review the security system at least annually. As stated in State Instruction 25-04, *Physical Security Requirements in SC Works Centers*, a security system is defined as the integrated combination of security equipment, security personnel, and procedures that collectively maintain the security level of each SC Works center. Use the following table to document the annual review, noting the date of review, the name of the reviewer, any issues identified during the review, and the action taken to resolve the stated issue. **Please write "N/A" if no issues are found.**

<u>Center</u>	<u>Review Date</u>	<u>Reviewer</u>	<u>Any Issues Identified</u>	<u>Action Taken to Resolve Issues</u>

Attestation

I, Click or tap here to enter text., Authorized Representative for Click or tap here to enter text., attest that the comprehensive and affiliate SC Works centers in the LWDA, Click or tap here to enter text., adhere to the requirements outlined in State Instruction 25-04.

I understand that all comprehensive centers must schedule an armed security guard at the point of entry during the hours of public accessibility. I understand that armed security guards are trained and licensed professionals responsible for protecting people, property, and assets by use of force, firearm, or other weapons when necessary. I understand that security guards must not be repurposed for administrative or other office duties.

I also understand that, at a minimum, all affiliate centers must have an instant notification process to which all SC Works center staff have access.

Signature:	Title: Click or tap here to enter text.
Print Name: Click or tap here to enter text.	Date: Click or tap to enter a date.