

UTAH TRANSIT AUTHORITY POLICY

UTA.03.08

WORKPLACE SECURITY

1) Purpose

Utah Transit Authority (UTA) wishes to safeguard employees and customers from incidents of criminal behavior. UTA further desires that employees and customers in UTA facilities and vehicles feel safe from violence. Accordingly, this policy is intended to provide for the development of a security/Antiterrorism (AT) program, procedures, and an organizational culture that minimizes the risk of harm to employees and customers, to the extent practicable.

2) Definitions

“(AT) Antiterrorism” means the prevention or abatement of terrorism.

“Capital Services Office” is a department within UTA that procures and manages properties and assets for the purpose of expanding services to the community. This includes the engineering, construction, and sustainability of those properties and services.

“Domestic Terrorism” means the committing of terroristic acts in the perpetrator’s own country against their own fellow citizens.

“(NEO) New Employee Orientation” is a process for training UTA new hires by providing them essential information to be a successful employee.

“(RFP) Request for Proposal” means an open request for bids to complete a new project.

“Security Manager” oversees security planning and policy development for UTA.

“Service Units” are departments within UTA that provide a specific service to UTA.

“(SSWG) Safety and Security Working Group” examines the design and specifications of safety and security-critical systems on projects. The primary responsibilities of the SSWG are to establish the preliminary hazard analysis, focus on and mitigate hazards on the project, and coordinate the project safety elements through design, construction, and activation.

“Support Service Business Unit” is a department within UTA that supports services through various units to assist riders, ensure safety, and help with accessibility. These services include Mt. Ogden, Timpanogos, Salt Lake, and Paratransit.

3) Policy

A. UTA Facilities and Vehicles

1. General Security Program

The Security Manager develops and administers a security/AT program that seeks to achieve the purposes stated in Section 1 and includes at a minimum:

- a. Creating and sustaining the System Security Plan to standardize UTA security policies across systems and business units, raise security awareness, and minimize risks of violence toward employees and customers.
 - b. Overseeing security/AT education and motivation training for UTA employees (see Section 3).A.5 Training, below for more information on corporate security training guidance).
 - c. Management of an intelligence analysis program that leverages available local, state, and federal intelligence sources with an emphasis on maximizing situational awareness of relevant security and Domestic Terrorism threats to UTA customers, employees, and facilities, and maintains compliancy with UTA's obligations of UTA's Information Security policy.
2. Managing a program to proactively and regularly evaluate security/AT risks and to enhance measures to minimize those risks.Physical Facilities and Land Security Program.
 3. In cooperation with the Capital Services office and Support Service Business, the Security Manager develops and administers a security program for current and future facilities and land that seeks to achieve the purposes stated in Section 1) and includes at a minimum:
 - a. A plan for the physical security of existing UTA facilities and vehicles.
 - b. Coordination with Capital Services on future UTA facilities, including coordination with project management prior to RFP, attendance at all Safety and Security working groups, and a pre/post construction security risk assessment that includes risk mitigation recommendations.
 - c. A plan for limitation on access to UTA facilities, vehicles, and land. See UTA Visitor Access policy, for more information.
 - d. Security Procedures. Areas on UTA properties where infrastructure has been created to limit public access or to deter criminal activity, including all controlled doors and gate accesses, must be closed and secured at all times. A variation of this policy will require approval from the Safety and Security director.
 4. Job Site Security Program
The Capital Services office, in consultation with the transit Police department and the Security Manager, develops and administers a security program for capital project job sites that seeks to achieve the purposes stated in Section 1) and that meets applicable federal requirements. Those measures will be set forth in the applicable project management plan and will include, at a minimum:
 - a. Consultation with contractors that covers UTA's policies regarding the physical security of job site construction equipment.
 - b. A plan for limitation of access to the job site.
 5. Training
The transit Police department and Security Manager provide employees with recurring training on programs and procedures developed under this policy, including:
 - a. Face-to-face new employee security awareness training, included as part of NEO training.

b. Annual employee security refresher training that includes workplace violence and reporting responsibilities as a topic.

6. Employee Action (Reporting)

The success of a security program requires all employees to remain alert to potential security risks and to immediately report such potential risks to a supervisor, manager, project manager, executive, the Security Manager, or to a representative of the transit Police department. The greatest defense against workplace violence rests upon a well-trained, alert, and motivated set of employees who are willing to step forward when a co-worker is distressed or acting unusual.

4) Review

This policy will be reviewed annually as required by Utah Code § 17B-1-802.

5) Cross-References

- UTA.01.20 Information Security

This UTA Policy was reviewed by UTA’s Director of Safety and Security on 03/03/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell

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Counsel for the Authority

History

Date	Action	Custodian
6/22/2004	Adopted – Corporate Policy 4.1.1 Workplace Security	
3/1/2016	Revised	
	Board Reviewed – UTA.03.08 Workplace Security	Director of Safety & Security
	Revised and Renumbered – UTA.03.08 Workplace Security	Director of Safety & Security