

Washington State Judicial Branch 2023-25 Biennial Budget OPD Worksite Security

Agency: Office of Public Defense

Decision Package Title: AH – OPD Worksite Security

Agency Recommendation Summary Text:

OPD requests funding to ensure the physical security of the Washington State Office of Public Defense (OPD) worksite in downtown Olympia. OPD would add modern controls to all doors accessing OPD offices in its leased building space. Updated security features would prevent unauthorized access to OPD offices, and would guard against potential harm to employees or damage and loss of sensitive agency records, equipment, and computer network. (General Fund-State)

Fiscal Summary:

	FY 2024	FY 2025	Biennial	FY 2026	FY 2027	Biennial
Staffing						
FTEs	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Fund 001-1	\$112,200	\$1,200	\$113,400	\$1,200	\$1,200	\$2,400
Object of Expenditure						
E/J Contract Services & Equipment	\$112,200	\$1,200	\$113,400	\$1,200	\$1,200	\$2,400
Total Expenditures						
	\$112,200	\$1,200	\$113,400	\$1,200	\$1,200	\$2,400

Package Description:

Background:

The owner of the Evergreen Plaza Building in downtown Olympia is responsible for securing external building entrances. However, individual office suites are the responsibility of each lessor. OPD is responsible for securing access to its leased spaces on two floors within the building.

OPD possesses sensitive and confidential information, as well as valuable office equipment and computer network. Uninvited visitors periodically show up at the OPD office, particularly when a dispute occurs between a contracted defense attorney and a disgruntled client, an OPD program is in the news, or occasionally by mistaken identity (*Isn't OPD the Olympia Police Department or part of the Defense Department?*) OPD office doors occasionally fail to fully lock upon exit.

Problem:

OPD lacks electronic locks that reliably engage upon exit or warn of an open door. OPD also lacks employee key cards that can be programmed to limit access only to authorized persons. OPD currently relies on outdated “knoblock” door locks and keys that potentially compromise safety of office contents and state employees. For example, employees can lose office door keys or fail to return them when they separate from employment. OPD has no way of tracking if its offices are accessed, or by whom, outside of normal business hours.

Improving the office’s physical security would prevent unauthorized access to the OPD worksite, and would guard against potential harm to employees or damage and loss of sensitive agency records, equipment, and computer

network. OPD employees, contractors, and guests have a reasonable expectation that modern security measures would be utilized at a state agency worksite.

Proposed Solution:

OPD requests funding to add modern access controls to all doors accessing OPD offices in its leased building space. Features would include card readers, door contacts, electronic locking hardware, exit alerts, logging system, and cameras. In addition, one double door in the first-floor suite requires re-configuration or replacement to function effectively as an emergency exit.

Fully describe and quantify expected impacts on state residents and specific populations served:

Improving the physical security of the worksite would allow OPD employees and guests to feel safe in the office. The requested updates would ensure that OPD employees are able to serve Washingtonians without distraction.

Explain what alternatives were explored by the agency and why they were rejected as solutions:

OPD considered the following alternatives:

- Do nothing. OPD rejected this alternative because it is reasonable and necessary to utilize modern security measures to protect state agency resources and employee safety.
- OPD approached five vendors available on the Washington State Department of Enterprise Service Master Contract #03017 Security Alarm Technology Services in March 2022 for quotes on a limited scope of work. One responded.
- OPD followed up with two of the five vendors in July 2022 to prepare for this decision package. One responded with a proposal for the work. One responded that they do not plan to renew the NASPO contract when it ends July 2023.
- OPD did not look outside of the master contract to obtain pricing for this funding package. If the Legislature funds this request, OPD would issue an RFP for the job and select the best proposal in scope with appropriated funding.

What are the consequences of not funding this request?

Failure to fund modern security features for the OPD office risks exposing OPD employees and guests to injury or death, and risks damage or compromise of sensitive agency records, equipment, and computer network.

Is this an expansion or alteration of a current program or service?

No.

Decision Package expenditure, FTE and revenue assumptions:

Contracting Assumptions

One or more contracts would be required for purchase and installation of security equipment, a one-time cost. Ongoing IT contracts would be required for annual software license subscriptions and periodic equipment and software updates.

Goods and Services

Two one-time contracts are anticipated.

1. Security equipment and installation- \$94,500 estimate
2. Building – door replacement/reconfiguration- \$16,500 estimate

One ongoing contract would be required for service and support of security software and equipment

1. Annual service support agreement- \$1,200 estimate.

How does the package relate to the Judicial Branch principal policy objectives?

Access to Necessary Representation: OPD contracts with attorneys to represent indigent clients who have a constitutional or statutory right to counsel. A secure OPD worksite helps OPD staff do their jobs to administer the right to counsel.

Accessibility: A public agency has a duty to employees and guests to maintain a safe worksite and ensure secure office access.

Are there impacts to other governmental entities?

No. Other public agencies located in the same building have installed similar security features for their office suites.

Stakeholder response:

OPD employees support updating the office security.

Are there legal or administrative mandates that require this package to be funded?

No.

Does current law need to be changed to successfully implement this package?

No.

Are there impacts to state facilities?

No. The improvements would be for leased office space.

Are there other supporting materials that strengthen the case for this request?

No.

Are there information technology impacts?

The scope of work would include software licenses and IT equipment.

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