



**Office of the Chief
Minnesota State Patrol**

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January 7, 2002

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Ms. Roberta Lafleur
Acting Director
Legislative Reference Library
645 State Office Building
100 Constitution Avenue
St. Paul, MN 55155

Dear Ms. Lafleur:

As mandated, the enclosed documents constitute the 2001 report of the Capitol Complex Security Oversight Committee.

The committee held three meetings in 2001, January 24, October 1 and November 8. The agendas and meeting minutes are attached for each respective meeting, and summarize the work of the committee over the course of the year.

If you wish to discuss these issues further or have questions, please feel free to contact me at 296-5936.

Sincerely,

Colonel Anne L. Beers
Chief, Minnesota State Patrol
Chair, Capitol Complex Security Oversight Committee

ALB:sc

2000 Minn. Laws Chap. 488
Art. 6 Sec. 8



Capitol Complex Security Oversight Committee
January 24, 2001
Meeting Minutes

Present:	Anne Beers	Kath Ouska
	Charlie Weaver	Ed Stringer
	Shawn Peterson	Tom Fraser
	Sven Lindquist	Alesia Metry
	Carolyn Kompelien	

I. Welcome

Colonel Beers welcomed the group and stated the meeting would focus on the sub-committee reports. The December 21 minutes were approved.

II. Subcommittee Reports

Technology: Asst. Comm. Ouska said they are still looking at systems, but have identified two that would provide the necessary elements. They have also spoken with an electrical engineer about installation, and are working with Materials Management on a proposal. The cost remains the same. When asked about a timeframe estimate, Asst. Comm. Ouska said she would have to get back to the committee with an answer.

Law Enforcement : Capt. Fraser displayed a map of the complex showing the buildings and parking lots, and discussed the level of security provided at each of them. He distributed a document indicating the level of coverage at the various state buildings by time of day and day of week (copy attached). Capitol Security provides both on-site and roving security. Some buildings contract for their on-site guard.

Capt. Fraser indicated he had the opportunity to see a demonstration of a camera system using both 3.75 frames per second and 7 frames per second. He thought the 3.75 frames looked like real time, and felt the 7 frames per second was not that much better.

A discussion was held on the Capitol Security staffing issue, with considerable concern expressed for the lack of security in the State Office Building during the day. Capt. Fraser indicated they are currently running six positions short, which affects their ability to cover locations with more than roving patrols. During the session, they are trying to provide more coverage at the Capitol. He was asked what the response time would be to an incident at the State Office Building, and stated it would be the time it took them to go down the hall and into the building. The St. Paul P.D. can also respond if and when necessary.

Col. Beers said they will look at the staffing level, particularly at the State Office Building during the session. It is necessary to build in security for new buildings, as well as look at technology. In looking at what would be needed to have law enforcement presence, she recommended a minimum of four additional troopers could provide 24 hour coverage. At that level, someone could be assigned to the Supreme Court for hearings, etc., and be available to respond to law enforcement calls for service and investigative support. There would still be the two additional troopers provided during the session, as well as the ability to call in the Special Response Team when needed.

Comm. Weaver also stressed the need for 24 hour coverage with law enforcement presence. He suggests developing a pool of licensed officers to use when needed and in addition to troopers. He will work on the costs, etc., and will meet with Senator Kelly.

Sven Lindquist asked about the frequency of providing escort services for employees, and whether there are more at certain times. Capt. Fraser said they have discussed this and it seems to be working fine with their current staff.

Shawn Peterson asked who makes the determination on which building has full time security coverage, i.e., Health vs. State Office. Col. Beers said they look at demand and the proximity of other buildings. And, some buildings contract for coverage.

Col. Beers closed the meeting by stating they will continue to follow-up on the law enforcement proposal and will report back to the committee. The next meeting will be held prior to the first bill deadline.

DEPARTMENT OF PUBLIC SAFETY
STATE PATROL
CAPITOL SECURITY-EXECUTIVE PROTECTION

DATE: January 23, 2001

TO: Chief Beers

FROM: Captain Tom Fraser
Director

PHONE: 651-296-4770

SUBJECT: Capitol Security Staffing

Coverage varies on a daily basis. All the following are minimum coverages. We pay overtime to insure that these coverage levels are maintained. It also shows the order of building additions when more than the minimum coverage is available.

Mon-Fri

Days (12)	Afternoons (8)	Midnights (5)
Economic Security	Capitol	History
Health	DOT/SOB	Revenue
History	Centennial	Centennial
Judicial	Health	Rover (2)
Revenue	History	+add+
DOT	Revenue	DOT
Capitol	Rover (2)	Capitol
Centennial	+add+	
Parking (4)	Judicial	
	SOB	

Sat-Sun

Days (6)	Afternoons (5)	Midnights (5)
Centennial	Revenue	Revenue
History	Centennial	Centennial
Revenue	History	History
Rover (3)	Rover (2)	Rover (2)
	+add+	+add+
	DOT	DOT
	Capitol	Capitol

Rovers check on any of the buildings listed above when there is not someone on site covering them. They also are responsible for checking:

Vets
State Recycling
Grounds Building
Plant Management Building
Power House/Shops
Childcare
Central Shops
Grounds Shops
Ford Building
Real Estate Management – 168 Aurora
BCA
FOK (Warehouse)
Administration
SOB

Generally, the buildings get checked twice per shift. They are toured when they are opened in the morning or closed at night and again during the shift.

Licensed police officer coverage

M-F 8-4 Captain Fraser and Investigator Gorski

Capitol Complex Security Oversight Committee
October 1, 2001
Meeting Minutes.

Members Present:	Anne Beers	Bob Meeks
	Charlie Weaver	Tom Fraser
	David Fisher	Fred Grittner (for Ed Stringer)
	Shawn Peterson	Sven Lindquist

Colonel Beers welcomed the group, reviewed the agenda, and stated the meeting would focus on increased security measures being put into place and still needed.

Captain Fraser gave an update of security measures implemented after September 11. Capitol Security and Administration conducted a review of the physical security in all Capitol Complex buildings. Based on that survey, key card doors, intercoms and security cameras were added. Cameras are also being changed from standard to night vision. During the strike, Administration has contracted for security.

Colonel Beers said the committee needs to focus on where we go from here. Comm. Weaver asked what can be done from a cost standpoint as far as people and equipment, while security remains the most important aspect.

Asst. Comm. Ouska reported on Administration's progress with obtaining equipment. They have had discussions with several companies capable of providing the needed equipment. The project is out for bids, which are due November 18. An overall completion date of March 31 has been set, with a January 28 completion date set for the Capitol building. The project specifies 189 cameras, with tape recording capabilities of ten days to two weeks and adjustable frames per second. They are also looking at some where motion would activate the video recording. The overall system would be capable of future expansion. Captain Fraser indicated that the monitoring capability would not change too much, and there would be improved ease of use.

Jeff Luther, representing the BCA, reviewed the Capitol Complex Security Study Executive Summary, dated January 14, 2000. A copy of the study is available on the DPS web site or by calling him at 651/642-0620.

Captain Fraser said they have reviewed and identified issues/problems discovered with the new security measures put into place on September 26.

Asst. Comm. Ouska clarified providing security off the Capitol Complex. Agencies in leased space have security contracted through the building owner.

Colonel Beers indicated a need to gather more information, balancing what we can afford with staffing and equipment needs. It was suggested that security be augmented with licensed peace officers as most other states do. Other problems that exist are lack of a next in command for Captain Fraser, and the lack of an intelligence system interface with other systems/agencies.

Comm. Fisher reviewed a recently prepared security oversight document covering Capitol Complex buildings and other state occupied space, as well as specifically the Capitol building. While we must ensure freedom of movement by those using the buildings, there must be a balance with security needs. He recommended a monitored access program that would provide protection for the public and those on-site.

Recommendations for the Capitol building are:

- increased security during session at high traffic times
- adjust to the needs of other times
- limit access if security is not present (who comes in and out)
- increase Capitol Security patrols
- increased cameras and taping
- during session, ensure items carried in (bags, briefcases, etc.) are kept off the floor when unattended

Concern has been expressed about the galleries.

General considerations include:

- purpose is not to restrict access, but monitor it
- sign in process
- expand to other locations

The question remains: Are we where we want to be today based on today's world?

Bob Meeks, representing lobbyists, said he has talked to many about the security issue. Their suggestions include:

- consideration for being allowed key access
- have a secure area to leave bags, etc.
- keep room 315 as a public room

Shawn Peterson stated that changes need to be made to the State Office Building's loading dock. He agrees with giving lobbyists badges.

Sven Lindquist said that session time is different because of open access. What measures go into place should reflect changing needs, i.e., groups visiting in cold weather, etc.

Comm. Fisher stated the conclusion remains that the Capitol is a public monument and, therefore, open to the public. He suggested an increase in security presence, i.e., walking around, and a proposal to the legislature for public and non-public areas. Common areas would be for public access, while office areas would be non-public with, perhaps, call boxes. The public could gain access, but the premises would be secure for legislators and their staff. This approach, however, will be controversial.

Colonel Beers suggested that a subcommittee be formed representing Administration, Capitol Security and House and Senate Sergeants at Arms to focus on equipment needs, funding and what we need to have in place for both the short and long term.

Comm. Weaver suggested that Shawn and Sven poll their members for input.

Colonel Beers discussed issues and problems with the 800 MHz radio system. There are gaps on the Capitol Complex, as well as no radio coverage in the tunnels, and an inability to communicate with other agencies. This important piece of the infrastructure would cost \$350,000.

Bill Dean, Exec. Director of the Metropolitan Radio Board, provided an update on what the board is doing with the issue. A recommendation was made to designate the Capitol as a backbone, with \$350,000 spent to equip the tunnels and lower levels. The radio board did not support the proposal. Other funding is 50% state, through MnDOT, and 50% radio board. MnDOT has indicated they could find the money. The board will take action on the item at their next meeting.

The next meeting of the Capitol Complex Security Oversight Committee is scheduled for Thursday, November 8, at 9:00 a.m. in Room 125 Capitol. The subcommittee will report on their findings/recommendations.

STATE OF MINNESOTA
OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY
STATE PATROL
CAPITOL SECURITY-EXECUTIVE PROTECTION

DATE: 10-01-2001

TO: Chief Beers

FROM: Captain Tom Fraser

PHONE: 651-296-4770

SUBJECT: Agenda Capitol Security Oversight Committee

Fraser:

Review security measures implemented immediately after the attack on 9-11-01
(including Capitol Building)

Review security activities implemented on Wednesday Sept 26, for the complex
property controlled by the Dept of Administration and future plans.

Review security levels implemented on 10-01-01, by the Dept of Administration,
in response to the state workers strike.

Discuss ongoing security issues, staffing, and recruitment

BCA;

Review of Capitol Complex Security Study

Kittridge:

800 MGHZ backbone and structure



ARRIVE ALIVE

SECURITY OVERSIGHT

October 1, 2001

MONITERED ACCESS PROGRAM

Objective for State Occupied Facilities (both owned and leased)

General (apply to both Capitol Complex and other state occupied space)

- a. Select public entrances, to what is necessary for reasonable ingress/egress; preference is for one public access per facility/office space.
- b. Add effective monitoring at public access points, using frequent camera monitoring and/or receptionist.
- c. Wherever feasible, use a sign-in procedure for office guests and escort guests to destination.
- d. Facility common areas remain open access; office areas opening off common areas are locked with access through call box, personal escort or other monitoring measure.
- e. Loading docks to have access doors closed at all times, with entry gained through call box or other monitoring measure.
- f. Emergency exit and key-card access devices used at non-public entrances.

Capitol Building

- a. Select public entrances; adjust based upon session, non-session periods.
- b. Increase Capitol Security patrols, focused camera monitoring.
- c. During session, visitors advised to retain physical possession of belongings at all times; bags, papers, briefcases left unattended will be secured by Capitol Security.
- d. Other measures, to assure protection of the public, legislators, and employees who use common areas, offices, galleries and chambers.

STATE OF MINNESOTA
OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY
STATE PATROL
CAPITOL SECURITY-EXECUTIVE PROTECTION

DATE: 9-28-2001
TO: Chief Beers
FROM: Captain Tom Fraser
PHONE: 651-296-4770
SUBJECT: Capitol Security Coverage

Security: Guards: (43 allotted positions)
28- Working guards
1 - Military Leave
1 - Mobility assignment
13- Vacant

Security: Communications Systems Monitors (7 allotted positions)
5 - Working
2 - Vacant

Of the 28 working guards, 6 positions are paid for by contract by the Department of Administration for parking services. And 4 positions are paid for, to cover day shifts on week days at, The Department of Economic Security, The Department of Health, Centennial / Intertech, and MnDot.

That leaves 18 people to cover anything else we can cover. This would include the other 2 shifts M-F and all 3 shifts Sat-Sun at each of the 4 contract buildings above and then any or all of 3 shifts 7 days a week at Judicial, Revenue, History, SOB, Capitol, Vets, Admin, and Ford. It would take 47 people just to cover the actual number of shifts. This wouldn't allow for any time off, training, vacation, sick leave etc. It would take about 55 people to handle it all 24/7 plus the first 10 would make a total of 65.

Possible coverage and schedules



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4 - Parking M-F days 0700-1500
6 - Econ, Health, Centennial, MnDot M-F 0700-1700 10 hr shifts
8 - Judicial, Revenue, History, Rover, Rover - 7 days 0700-1500
8 - Centennial, Revenue, History, Rover, Rover - 7 days 1500-2300
8 - Centennial, Revenue, History, Rover, Rover - 7 days 2300-0700
34

4 - Parking M-F days 0700-1500
6 - Econ, Health, Centennial, MnDot M-F 0700-1700 10 hr shifts
7 - Judicial, Revenue, Rover, Rover - 7 days 0700-1500
7 - Centennial, Revenue, Rover, Rover - 7 days 1500-2300
7 - Centennial, Revenue, Rover, Rover - 7 days 2300-0700
31 (History Center removed)

Possible additions:

8 - SOB, Vets, Admin, Ford, M-F 0700-1700 and Capitol Sat-Sun 0700-1700
8 - SOB, Vets, Admin, Ford, Capitol - 7 days 0700-1500
8 - SOB, Vets, Admin, Ford, Capitol - 7 days 1500-2300
8 - SOB, Vets, Admin, Ford, Capitol - 7 days 2300-0700



ARRIVE ALIVE

Capitol Complex Security Oversight Committee
Thursday, November 8, 2001
9:00 - 11:00 a.m.
125 Capitol

Agenda

- I. Welcome
- II. Subcommittee report on enhanced security recommendations
- distribution of report, addendums and related documents
- III. Discuss increased security recommendations
- IV. Discuss short and long term funding options
- V. Schedule next meeting

Capitol Complex Security Oversight Committee
November 8, 2001
Meeting Minutes

Members Present:

Kevin Kittridge (for Anne Beers)	Tom Fraser
Charlie Weaver	Bob Meeks
David Fisher	Sven Lindquist
Shawn Peterson	

Colonel Beers was unable to attend; Kevin Kittridge chaired in her place. The agenda was reviewed and approved.

Capt. Fraser presented the subcommittee's report on enhanced security for the Capitol Complex, and reviewed the recommended three levels of security coverage. A copy of the report is attached. The committee agreed that level one should be implemented immediately.

Mr. Meeks questioned item six regarding an ID for those, like him, who are not employees but are on the complex daily.

Mr. Lindquist has had conversations regarding leaving briefcases and coats unattended, and feels that needs to be tightened up. Discussion followed regarding the monitoring of those items, as well as providing keyed lockers at some location.

Discussion followed on the level two and three security recommendations, including assigning more troopers to the complex. Comm. Weaver asked about billing for increased security and how the costs are distributed. Capt. Fraser stated that MnDOT and Centennial contract for security, while security to other locations is provided as available.

Capt. Kittridge began the discussion on how to fund the costs associated with increased security. Both Comm. Weaver and Comm. Fisher stated they are not aware of any federal funds being available. Comm. Fisher recommended that it be supported by those using the resources. Comm. Weaver spoke with Comm. Wheelock about going to the LAC, however, Finance believes the parameters do not allow for this type of spending as it is not an emergency.

Admin. Deputy Comm. Kirsten Cecil suggested that the present funding request include the purchase of four magnetometers at a cost of \$22,000.

Mr. Lindquist and Mr. Peterson reviewed the surveys they conducted of their members regarding building security. (Senate member survey attached.)

Comm. Fisher made a motion that the committee recommend:

- Implementation of level one
- Implementation of items two and four under level two:
 - 2. obtain and activate magnetometers at selected entrances and direct the public to those locations; and
 - 4. add a minimum of three extra troopers during session and provide budget dollars for overtime costs for security for events and details in the Capitol and on the Capitol Complex and mall.
- \$550,000 budget request
- seek alternative funding:
 - LAC, if not available
 - increase rate of tenants in the facilities

Mr. Lindquist presented the second of the motion.

Considerable discussion followed regarding numerous other issues that need to be resolved, including ID cards, purchase of equipment and sign-in and related procedures.

Comm. Fisher recommended that the requested funding be increased to \$625,000 to cover overtime costs for three additional troopers during the session and up to six months.

It was pointed out that there was a conflict between items two and six in level one regarding employees and visitors wearing ID badges. It was decided to strike the last part of the second sentence of item six, "who is not displaying a "visitors" badge or employee ID." The sentence will read, "Employees will be asked to stop and offer assistance to any person unknown to them."

The final recommendation of the committee is:

- implementation of level one
 - strike language following "them" in item six
- include items two and four from level two
- budget request of \$625,000

The committee unanimously accepted the recommendation.

Action items:

- Comm. Fisher and Comm. Weaver will approach Finance regarding a request to the LAC
- Capt. Fraser will further research the badge issue from both the technical and cost perspectives

Comm. Fisher stated that since he is unaware of who comes into the Capitol, i.e., groups, etc., information on that would be helpful with decision making.

Mr. Lindquist suggested they try a sign-in procedure, and asked for an update on electronics, i.e., recording equipment and card readers. Lenora Madigan advised that the digital recording equipment is on bid, and bids have been received for card readers, however, no order has been placed.

The next meeting will be at the call of the chair based on the outcome of the action items, however, no later than November 21.

MEMORANDUM TO: Capitol Complex Security Oversight Committee

DATE: November 6, 2001

FROM: Security Subcommittee

SUBJECT: Enhanced Security Recommendations

The committee assigned the task of making recommendations for enhanced security in the Capitol Complex has analyzed the current access situation, and prepared recommendations for increased security, based on a set of operating assumptions that are attached. In addition, the January 2000 Capitol Complex Security Study submitted by Superintendent Nicholas O'Hara of the Minnesota Bureau of Criminal Apprehension was used as a reference point. Within that report is the following statement: "It's not a question of whether there is going to be a major and serious incident...the question is when it will happen."

Our recommendations support an environment of enhanced vigilance, which means that some behaviors will need to change. Our goal, as was the goal of the BCA Capitol Complex Security Study, is to achieve the highest practical level of assurance throughout the State Capitol Complex, consistent with its use as a public place. To help us reach that objective, some operating assumptions were prepared and have operated as our touchstone as recommendations were developed (Attachment 1).

With this background, we make the following recommendations for day-to-day security. These are alternatives that provide choices regarding various levels of security.

LEVEL 1 (MINIMUM) RECOMMENDATIONS

1. Access must be monitored in each Capitol Complex building. Some buildings may require more than one access point, but this should be kept to a minimum, while still accommodating wheelchair access. Recommendations on access points for those buildings not currently monitored are attached (Attachment 2). This means adding Capitol Security staff to sites currently not staffed, including:
 - o State Office Building
 - o Vets Affairs
 - o Administration
 - o Ford
 - o Capitol

The recommendation calls for increasing staff coverage by two (2) hours per day to allow for coverage from 7:00AM to 5:00PM each day (normal office hours) at:

- o MnDOT
 - o Centennial
 - o Judicial
2. Public access points will be monitored by a Capitol Security guard during normal office hours. Outside of these hours, access will be provided via appropriate card keys.
 - o The Capitol Security guard will allow entry with a state employee identification or proximity card. An additional option is to require a picture ID and a sign-in process for those visitors who do not have employee identification, and a visitor badge could also be issued.

- Capitol Security will review options and create a more robust recommendation on security badge procedures.

These additional security guards will be added immediately, using temporary outside staffing. As the permanent staff is hired, the temporary employees will be replaced with Capitol Security guards.

3. Add three (3) additional State Troopers to provide 16-hour law enforcement coverage, investigation and coordination seven days per week on the Capitol Complex.
4. Those entry points in tunnels and buildings that are not open to the public will be locked down and accessible via Proximity Card Reader equipment. A summary of current locations and recommended additions is attached (Attachments 3a – 3d).
5. Four (4) portable magnetometers will be ordered and be made available for use if there is a need to quickly escalate security measures.
6. Employee ID's must be visibly displayed at all times. Employees will be asked to stop and offer assistance to any person unknown to them who is not displaying a "visitors" badge or employee ID.

LEVEL 2 SECURITY RECOMMENDATIONS

In addition to the minimum standards identified in Level 1, the following actions can be taken to further enhance security in the Capitol Complex. These recommendations include enhanced security during the legislative session:

1. Add recording/camera monitoring to each security desk.
2. Obtain and activate magnetometers at selected entrances and direct the public to those locations
3. Obtain an "explosive detection dog," to patrol, investigate as needed
4. Add a minimum of three extra Troopers during session and provide budget dollars for overtime costs for security for events and details in the Capitol and on the Capitol Complex and Mall (i.e.: protests, demonstrations, marathons, special events, etc.).

LEVEL 3 SECURITY RECOMMENDATIONS

Level 3 recommendations support a Capitol Security structure that is modified to include significant numbers of licensed police officers. This is the same recommendation as "Option 3" from the January 2000 Capitol Security Complex Study. It extends the operations from a basic security/executive protection focus to include an expanded focus on law enforcement. The unit would be renamed the Capitol Police and Security Division (CPSD), and would include (the following is a summary from the January 2000 Capitol Complex Security Study):

- Fifty-one (51) licensed police officers and first line supervisors to patrol the Capitol Complex and its grounds (replaces 43 existing openings and increases the positions to include 48 police officers and three (3) investigators).
- Eleven (11) licensed police officers assigned to the elected officials' protection detail (augments four (4) State Troopers currently assigned to the Governor and Lt. Governor with seven (7) additional officers to provide legislative and judicial protection).

- Twelve (12) licensed police officers assigned to the Governor's residence (augments five (5) State Troopers currently assigned and eliminates the need for overtime shifts by temporarily assigned troopers currently performing the residence security functions).
- Support staff including eight (8) radio dispatch and clerical personnel (no change from present support staff numbers).
- Command staff, including a Director and Assistant Director. Both of these persons would be licensed police officers (augments one (1) existing Director with an Assistant to maintain leadership in the Director's absence).

In addition, fourteen (14) magnetometers would be added to specific access points.

The security subcommittee believes that Level 1 is the minimum security that should be in place. Enhanced security for the legislative session and providing budget dollars for overtime security costs is also recommended, as included in the Level 2 proposal. On a short term basis (six months), we recommend that the dollars required to support these minimum recommendations be allocated to all tenants who benefit from the increased security, including agencies, the legislature, and constitutional offices, based on number of staff in the Capitol Complex.

Subcommittee Members:

Tom Fraser, DPS
 Steve Mengelkoch, DPS
 Bob Metry, DPS
 Sven Lindquist, Senate
 Shawn Peterson, House
 Kirsten Cecil, Admin
 Lenora Madigan, Admin
 Kath Ouska, Admin
 Linc Starkey, Admin

COST SUMMARIES

Level 1 Cost Summary

(Rounded/Estimated Figures)

Six-Month Option (November through April)

Security Hardware Upgrades (one time)	\$245,000
Additional temporary security staff (10)	*\$142,000
Additional State Trooper officers (filled through overtime) (3)	*\$105,000
Total (additional cost over current budget)	\$492,000

#Calculated using 70% of first year annual salary, and dividing by two

Annual Cost Summary

Security Hardware Upgrades (one time)	\$245,000
Additional "blue shirt" security staff (10)	*\$405,000
Additional State Trooper officers (3)	*\$300,000
Total (additional cost over current budget)	\$950,000

Level 2 Cost Summary

(Rounded/Estimated Figures)

Additional monitoring cameras at security desks (8) (one time)	\$160,000
Magnetometers (4) (one time)	\$22,000
Explosive Detection Dog (one time)	\$20,000
Additional "blue shirts" to staff the magnetometers (5)	*\$203,000
Additional "blue shirts" to increase the rover response and number of building security tours outside of open hours (7)	*\$284,000
Additional State Trooper officers (3 FTE)	*\$300,000
Subtotal	\$989,000
Level 1 Costs	\$950,000
Total (additional cost over current budget)	\$1,939,000

Level 3 Cost Summary

(Rounded/Estimated Figures)

Magnetometers (14) (one time)	\$77,000
Explosive Detection Dog (1) (one time)	\$20,000
Security Hardware Upgrades (one time)	\$245,000
Additional monitoring cameras at security desks (8) (one time)	\$160,000
76 licensed police officers	*\$7,600,000
8 support staff	*\$280,000
Total	\$8,382,000

* First year salary/benefits/supplies/training; subsequent annual expenses would be approximately 70% of first year costs.

Capitol Complex Security
Operating Assumptions

1. Security issues cannot be decided via a democratic process. DPS/Admin will consider input, but will ultimately need to make appropriate decisions regarding security needs.
 2. Controlled access will be provided in each building; this is the standard that is preferred by the majority of building tenants.
 3. Security and convenience need to be balanced. We do not want to make a security process so onerous that it discourages open access to government. Where convenience is accommodated, security will not be as tight.
 4. It is as important to deal with tenant's feelings about the level of security being provided as it is to actually provide the security itself.
 5. Office buildings and tunnels need to be considered as a whole. While preferable to limit key card access to specific building tenants, tunnel admission needs may require some expanded access.
 6. Security recommendations will initially focus on security needs rather than cost. Balancing security and cost will be necessary, but we need to begin with our best security recommendations, and make accommodations from that point.
 7. While we prefer that the legislative process provide general fund dollars for enhanced security, where there is a need for a more timely response or if the desired level of security is not provided via a general fund appropriation, tenants will need to identify ways to fund the increased security that has been requested.
 8. Security does not always have to be provided by staff; technology solutions are appropriate when included in a comprehensive package. Technology can include, but is not limited to, card key readers, video cameras, and/or metal detectors.
-

Public Access Doors By Facility

Building	Access Door
Administration	50 Sherburne Avenue Front Entrance
Centennial	658 Cedar Street Front Entrance
Ford	117 University Avenue Front Entrance
History Center ¹	345 Kellogg Boulevard West Front Entrance (Kellogg Boulevard)
Judicial Center	25 Constitution Avenue South Main Entrance (Constitution Avenue)
Stassen	600 North Robert Street Front Entrance
State Capitol	75 Constitution Avenue South Main Entrance AND Porte-cochere Entrance. Once hardware and call box is installed, the second public entrance will be the West Main Entrance
State Office ²	100 Constitution Avenue North Entrance
Transportation ³	395 John Ireland Avenue West Entrance (Rice Street)
Veterans Service	20 West 12 th Street West Wing Lobby Entrance

¹John Ireland Entrance (West Entrance) open for tour groups.

²Constitution Entrance (East Entrance) is currently open; as soon as hardware changes are completed it will revert to the North Entrance as identified above.

³John Ireland Entrance (East Entrance) is also open; as enhanced security occurs, it will revert to one entrance on Rice Street as identified above.

Exterior Card Reader Installations – Existing
October 30, 2001

Building	Exterior Card Reader Installations – Existing
Administration	50 Sherburne Avenue Entrance (Main)
	Entry Level (Level E) of Ramp/Ground Floor Bldg Entrance
	Building Entrance From Lower Ramp Levels – Entry in Basement of Bldg
Capitol Building	Northwest Ground Floor Entrance (Disabled)
	Northeast Ground Floor Entrance (Disabled)
	Southwest Ground Floor Entrance
	Tunnel Entrance from Admin Ramp
Centennial	Blue Level Entrance (ramp) – Entry in Basement of Bldg
	East Ground Floor Entrance (Disabled)
	South Dock Entrance – Basement Level Pedestrian Door
Ford	1 st Floor East Door Entrance
	1 st Floor Northwest Entrance
Judicial	25 Constitution Ave Entrance (South Main)
	West Side ADA Entrance
	Tunnel to Judicial Garage Entrance
	Ground Floor South Entrance (G-50 Door)
	Garage Entrance
	Garage Pedestrian Entrance
	Loading Dock Pedestrian Entrance
	2 nd Floor North Entrance
	Stair A to Plaza
	Stair B to Plaza
Minnesota History Center	Main East Entrance
	Employee Parking Lot Entrance
	Level B Loading Dock Employee Entrance
Retirement	1 st Floor Main Entrance
	1 st Floor Loading Dock Entrance
	Ramp Main Gate Entrance
	Ramp Level 1 Lobby Entrance
	Ramp Level 2 Lobby Entrance
	Ramp Level 3 Lobby Entrance
Stassen	600 Robert Street Main Entrance
	Loading Pedestrian Dock
	14 th Street Ramp to Stassen Entrance
State Office Building	1 st Floor North Entrance
	1 st Floor South Entrance
	Ramp Entrance Gate
	Bldg to Ramp Ground Floor
	Ramp to Bldg Ground Floor
Transportation	1 st Floor Rice Street Entrance
	Ground Floor John Ireland Entrance
	Ground Floor Loading Dock Entrance
	Ground Floor Lot G Entrance
Veterans Service	East Main Lobby Entrance
	East Loading Dock Pedestrian Entrance
	West Main Lobby Entrance
	Southwest Entrance

HUNTINGTON
TECHNICAL SERVICES, INC.

(952) 891-1473 Office

(952) 891-1469 Fax

October 22, 2001
October 23, 2001 rev

Department of Administration
Plant Management Division
75 Constitution Avenue
St Paul, MN 55155
Attn: Linc Starkey
Fax: (651) 296-9495

Dear Mr. Starkey,

State Capitol Complex - Tunnel Lock Down

We propose to furnish and install Proximity Card Reader equipment as outlined on the enclosed Tunnel Lockdown Schematic. The system will provide the locking mechanism required at each particular door opening and configuration. In each case, the automatic doors will unlock and OPEN on presentation of a VALID card. A card will be required on both sides of the doorways, creating "secure" conditions on either side regardless of the direction of door swing; commonly known as read in - read out. An evaluation of reader location and distance from doors, will optimize the traffic flow and user complaints.

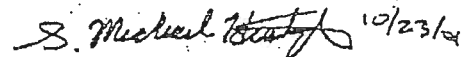
The use of magnetic and conventional electric locks, secure on both sides, may mandate the consideration of a supervised or break glass type, emergency override button at each location. This is not included in this proposal. The existing intercom system provides access to each newly created tunnel dead zones, but does not provide for system(s) failure or panic situations. A layout of the existing tunnel intercom locations is enclosed.

Note that a set of bifold doors at the State Office Building, are not required, nor a set of double doors in Judicial. To accomplish isolation of the Capitol Building, the existing Administration tunnel card reader would be energized.

PRICE FOR ABOVE.....\$ 99,250.00 Ninety Nine Thousand Two Hundred Fifty Dollars

Thank you for the opportunity to be of service.

Sincerely,

 10/23/01

S. Michael Huntington
President

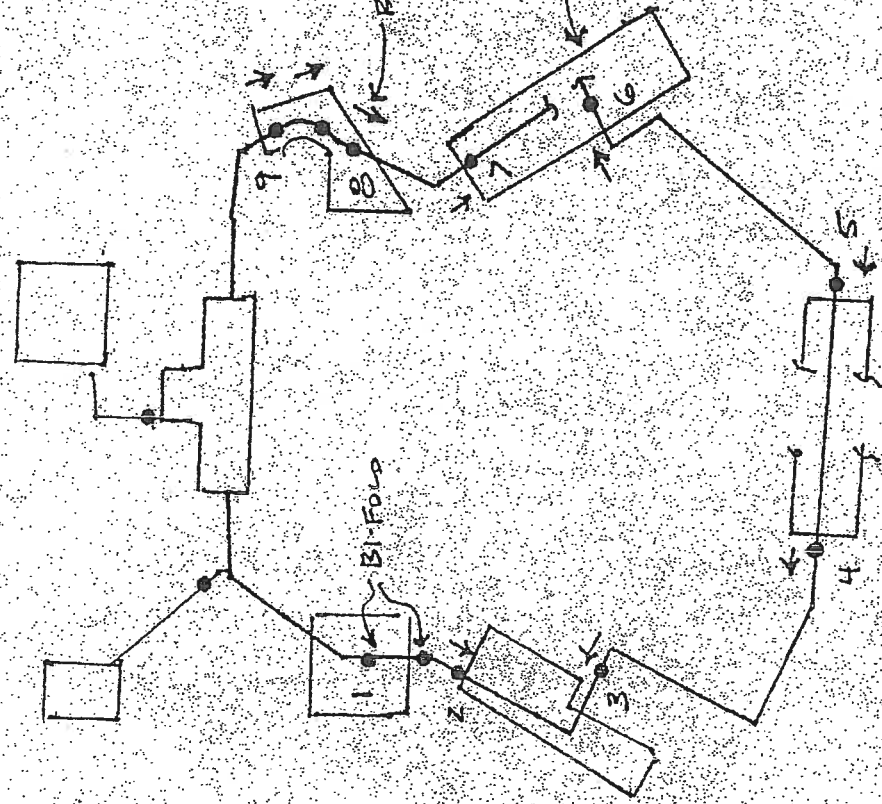
Enc: Lockdown Strategy
Tunnel Intercoms

HUNTINGTON
OCTOBER 19, 2001
TUNNEL LOCKDOWN

● TUNNEL DOOR
→ DIRECTION OF
DOOR SWINGING

BY RECEPTION & GROUND SIGNAL

BY INTER TEAM TALKER



RECOMMENDED STRATEGY TO ISOLATE
SOE, DOT, VET, CONT & JUDICIAL

