

**County of Alameda Notification of Potential Security Hazard**  
(PLEASE TYPE OR PRINT LEGIBLY)

<b>Date/Time of Observation:</b>	<b>Location of Potential Hazard</b> (Address of County building and description of specific location):		
<b>Name of Reporting Party:</b>		<b>County Department:</b>	
<b>Work Address:</b>	<b>QIC:</b>	<b>Work Telephone:</b>	
<b>Nature of Potential Hazard:</b>			
<b>Reporting Party's Recommendation(s):</b>			
<b>Copy Forwarded To</b> (appropriate Department Head):		<b>Date:</b>	<b>Time:</b>
<b>Hazard Notification Received by:</b>		<b>Telephone:</b>	
<b>General Services Agency – Action Recommended:</b> Yes No (Circle One) If yes, what action is recommended:			
<b>Action Taken:</b>			
<b>Signature:</b>		<b>Date:</b>	<b>Time:</b>

**ROUTING INSTRUCTIONS**

The party receiving the potential security hazard notification must complete the top portion of the form, forward a copy to the Agency/Department Head of the affected County Facility and to the General Services Agency.

The Agency/Department Head shall contact the General Services Agency and offer input and/or recommendations regarding the potential security hazard if deemed necessary by the Department Head.

The General Services Agency shall evaluate the potential security hazard and take appropriate action if deemed appropriate.

The General Services Agency shall complete the remainder of the form, submit a copy to Risk Management and to the Sheriff's Office Planning and Research Unit for permanent filing.