

	DELMAR POLICE DEPARTMENT	
	Policy 10.1 Building Security	
	Effective Date: 07/01/14	Replaces: N/A
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: N/A	

I. POLICY

The Delmar Police Department strives to achieve a difficult balance-both as welcoming environment and, at the same time, one that is safe and secure for all who use our building. This document will detail the policies and procedures that will be used to protect the department, facility, people, and assets by controlling what enters and leaves the building.

II. PURPOSE

This policy outlines the building security program which will be adhered to at the department facility located at 102 S. Pennsylvania Avenue.

III. DEFINITIONS

- A. **Key Fob** – Is an access key which electronically contains the name, position and ID number (if applicable) of the person to whom the key was issued. Key fobs are programmed to electronically open pre-designated entrances to the building. Normally, a civilian or sworn employee’s employee identification card serves as his/her access card.
- B. **Entrances** – The following are the entrances to the building:
- Main Lobby** – Front Entrance
 - Door #1** – Entrance to training room on the West side of the building.
 - Door #2** – Entrance to garage on the South side of the building.
 - Door #3** – Entrance to patrol room on the East side of the building.
 - Door #4** – Entrance to patrol room and gym on the North side of the building.
- C. **Facilities Management Employees** – Are those employees of Facilities Management (housekeeping) and of the Department of Public Works, whose assignment involves maintaining the Police Building.

- D. **Normal Working Hours** – The hours that the main lobby is open, usually 0800 to 1600 hours, Monday through Friday.
- E. **Police Personnel** – Police Department employees and volunteers (Sworn, Civilian, Reserves, VIPs and other town agency staff assigned to the Police Department).
- F. **Vendor** – Is someone other than a town employee that provides a service to the police department.
- G. **Visitor** – Is someone who is not a member of this police department, an employee or a volunteer (e.g. vendor).
- H. **Visitor Badges** – A general visitor badge is issued to and worn by all visitors who are required to have an escort while in the building. It is marked conspicuously with the word VISITOR and a unique badge number. *(Exception: general visitors may proceed to designated areas of the building unescorted when authorized by a department supervisor or the Chief of Police.)*
- I. **Visitor Logbook** – A ruled logbook used to log visitors in and out of the Police Department and includes spaces for name, date, agency/company (if applicable), visitor badge number, destination, time in/time out, *and the name of the supervisor who authorized access.*

IV. CONTROL MEASURES

A. Access & Control

1. Police department personnel with key fobs may enter the building through any entrance that their fob is authorized for, or through the main lobby during normal working hours.
2. Police personnel without key fobs may enter the building through the main lobby during normal working hours after positive identification has been made.
3. Police Officers who have had their police powers suspended shall not have access to the Police Department via a key fob and may only enter the building through the main lobby during normal working hours.
4. Appointments for visitors and vendors should be scheduled for normal working hours.

B. Visitors

All visitors entering the building must use the front lobby, signing in and out at the communications desk using the provided logbook.

During Normal Working Hours, it will be the responsibility of communications personnel to establish proper identification from the visitor, determine the official

need for entry, make notification to the person being visited, ensure that all applicable portions of the visitor logbook are properly filled in and issue visitor badges. Visitors will be instructed to wear their Visitor Badge in a visible fashion while in the building and return it to the communications desk before leaving. Communications personnel will ensure that the “time out” portion of the logbook is completed.

1. General Visitors

All visitors will be given a General Visitor Badge and will be escorted from the lobby to the destination by someone from the component being visited. The visitor will also be escorted back to the lobby area when their business is completed. It will be the responsibility of communications personnel to contact the component required to provide the escort. The visitor is restricted to the area being visited. (*Exception: general visitors may proceed to designated areas of the building unescorted when authorized by a department supervisor or the Chief of Police.*)

2. Facilities Management Personnel

Facilities Management personnel shall not be issued access key fobs, and shall enter the building through the main lobby during normal working hours.

Access to the department by Facilities Management personnel having legitimate town business in the building after normal working hours shall be authorized by a department supervisor.

C. Department Personnel Responsibilities

1. All personnel entering the building are responsible to ensure they do not allow entrance to anyone they cannot positively identify. Special care must be taken by those entering the building using their electronic key fob to prevent unauthorized persons from following them into the building.
2. All personnel are responsible for ensuring compliance with the display of identification. Sworn officers who observe (or are advised by non-sworn personnel of) someone not wearing an ID badge will make inquiries into the person’s identity and authorization to be in the building and ensure compliance.
3. All personnel are responsible for reporting any malfunctioning exterior door to the Administrative Commander.
4. Exterior access doors will be closed at all times. It is the responsibility of each authorized person entering through these doors to ensure that the door securely closes behind them. The doors located at the sides and rear of the building will be equipped with electronic key fob access. Surveillance equipment shall monitor these locations.

5. Only police personnel may enter through the exterior doors located at the sides and rear of headquarters. All other individuals will be directed to the main lobby during normal working hours.
6. Smoking will continue to be permitted outside of the building; however, doors will not be propped-open so as to render locking systems inoperative.

D. Animals

Visitors will not be permitted to bring pets or other animals into the Police Department. Legitimate service dogs such as guide dogs for the visually impaired are exempt.

E. Deliveries

Unless other arrangements have been made, deliveries for the Delmar Police Department will be made to the main lobby.