

	POLICY & PROCEDURE	SERIES # 603	PAGE 1 OF 6
	PUBLIC SAFETY BUILDING		EFFECTIVE DATE 02/03/2020
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 603 dated 01/27/15.	

I. PURPOSE:

The purpose of this policy is to establish the procedures for proper care, maintenance, and security of the Pat G. Minetti Public Safety Building.

II. POLICY:

It is the policy of the Division that the responsibility for the care and maintenance of the Public Safety Building shall rest with the Support Services Branch. The security of Division facilities shall be the responsibility of every Division employee.

III. PROCEDURE:

A. Repairs:

1. All employees are responsible for reporting any needed building repairs to the Support Services Project Manager.
2. If emergency building repairs are required to be made after normal working hours, the Information Clerk on duty will notify the appropriate agency and request that emergency repairs be initiated. The Information Clerk will notify the Project Manager via email that the situation occurred and what action was taken.

B. Maintenance:

1. The Project Manager will make a monthly inspection of all rooms and areas of the Public Safety Building. The purpose of this inspection will be to identify any area or room in the building that is in disrepair through normal use or abuse.
2. The Project Manager shall include in his/her monthly report to the Support Services Branch Commander information concerning the inspection, and the material condition of the building. This will include the areas that are not maintained in a clean and presentable manner. The Project Manager will notify the Support Service Branch Commander of all identified maintenance needs and their status on a weekly basis.

APPROVED:
CHIEF OF POLICE



C. Building Access

1. Issuance of Public Safety Building Keys and Key Fobs:

- a. Public Safety Building Keys and Key Fobs - Access control to the Public Safety Building is of utmost importance. Assignment of building keys/key fobs is the responsibility of the Chief's Office and all members of the Division will be held accountable for keys/key fobs assigned to them by the Office of the Chief of Police. These keys/key fobs:
 - 1) Must be assigned by, and turned in to the Chief's Office
 - 2) Must be turned in when employment with the Police Division is ended
 - 3) May not be duplicated (other than through the Chief's Office)
 - 4) May not be loaned to anyone not authorized to have that particular key/key fob.
- b. Anyone possessing a key they have not been authorized to have is in violation of this policy and is subject to disciplinary action.
- c. Within 3 working days of being transferred or promoted to a different unit, personnel will check with the Chief's Office to determine which keys they are authorized to have, and turn in the keys no longer authorized for that position.
- d. Lost or stolen keys to the Public Safety Building must be reported immediately to the on-duty Watch Commander and the employee's immediate supervisor. The employee will forward a Special Report detailing the incident through their Chain of Command to the Chief of Police. A replacement fee of \$10 will be assessed for each building key lost. If a key fob is lost there will be a \$5 replacement fee.
- e. Key Fobs are issued for certain exterior & interior doors in the Public Safety Building. These Key Fobs are considered the same as building keys regarding their use and security (see above). Only those persons issued the Key Fob are authorized to use them. If a Key Fob is lost there will be a \$5 replacement charge.

2. Issuance of keys to Field Offices and other departmental facilities will be the responsibility of the individual Unit/Shift Commanders.

- a. These keys may not be duplicated without authorization from

the responsible Section Commander/Unit Commander (Captain). (Procurement request necessary)

- b. Keys may not be loaned to anyone outside the police division
 - c. Keys must be turned in to Unit/Shift Commander when employment is ended
 - d. Keys must be returned to Unit Supervisor when transferred to a different unit and the key is not authorized for that position.
 - e. Unit/Shift Commanders will maintain a listing of what keys each employee has been given.
 - f. Lost or stolen keys to Field Offices or other departmental facilities will be reported to the on-duty Watch Commander and the employee's immediate supervisor. The employee will submit a Special Report detailing the incident.
3. Security of Keys and Key FOBs issued by the Division:
- a. Keys and key FOBs are considered sensitive items and will be treated as such.
 - b. Keys and key FOBs will be kept in a secure place at all times.
 - c. Keys and key FOBs should not be left unattended in vehicles.
 - d. Division keys and key FOBs will also be kept in a secure location in the employee's home.
 - e. In the workplace, keys and key FOBs will be kept locked and secured when not attended, or on the employee's person.
4. Building Security:
- a. Security doors (doors with key-pad/Key Fob access) will remain closed and locked at all times. Key-pad codes will not be given to unauthorized persons. Unit Commanders will change key-pad codes under their command as needed for security purposes, and authorized employees will be notified.
 - b. Building access will be limited after hours. The main lobby doors will be locked and an intercom to the Information Center can be utilized to gain entry or receive assistance.

- c. Perimeter doors will remain closed and will not be propped open.
 - d. Employees shall not allow an individual into a secured area without inquiring about their authorization to be there.
 - e. When a non-employee is seen unescorted in a secure area of the building, greet them and ask if you can assist them. If necessary, notify a supervisor of their presence.
5. Guest Access to Secured Police Buildings:
- a. Guests who are provided access to secured police facilities shall adhere to the Public Safety Building policy.
 - b. Guests conducting business at the Public Safety Building during normal business hours will be received in the lobby and directed to the Records counter for visitor badge processing.
 - c. Guests conducting business at the Public Safety Building after normal business hours will remain in the vestibule until a Division member responds to provide assistance.
 - d. Guests wishing to access the Public Safety Building shall provide the following information to Records personnel:
 - 1) Date and time pass is being issued
 - 2) Purpose of the visit
 - 3) Some form of photo identification
 - e. Records personnel will contact the employee being visited, who will be responsible for responding to the Records Counter and escorting the guest.
 - f. If the guest cannot provide proper photo identification/credentials, the Division employee who is hosting them may take personal responsibility for them. At that time, the employee will issue the appropriate visitor's badge in accordance with this policy.