

# Truro Police Department

## STATION SECURITY

*Policy Number: OPS-8.07*

*Effective Date: March 4, 2008*

**REFERENCE:**

*Accreditation Standards:*

*Other:*

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### **I. POLICY**

Proper security within the Truro Police Department's portion of the Public Safety Facility is critical to ensuring the safety of our staff and visitors, as well as maintaining the integrity of the building, departmental equipment, and evidentiary items.

All Department members are responsible for station security and shall ensure that appropriate station security measures are followed.

Shift Commanders are responsible for overseeing station security measures during their tour of duty.

### **II. Building Security**

To ensure that the station is properly secured, all entryways into the building (including front and rear entry doors, the Sally port door, Training Room access doors shall be closed and secured at all times, with the following exceptions:

- When personnel are actively entering or exiting the building
- When deliveries, equipment or other items are being brought into or from the building, and the entryway being used is under the supervision of a Department member
- The Sally Port door may be left open while that area is being used to clean a vehicle, and
- The Sally Port doors may be left open when a mechanic or technician is present in the garage area.

### **III. Building Access System**

The Access System consists of the keyless entry system that secures access to the station, as well as the cellblock area and other secure access areas.

The following areas are secured by the Access Control System:

- The employee entrances located in the rear of the station
- The cellblock area entrance (station side and sally port side)
- Basement level police entry
- The entrance from the main lobby

Department members authorized by the Chief of Police shall be issued keys that permit access to the building and they are responsible for.

Keys are the property of the Department and will be issued by the Chief of Police.

If a key is lost or damaged, the member to whom it was issued shall submit a memo to the Chief of Police, noting the loss or damage and requesting a replacement.

### **IV Employee Identifications**

Full-time and permanent part-time Department members are not required to display their Department identification card while in the station, but will have it readily available as needed.

### **V Unescorted Persons**

If a Department member observes an unknown, unescorted person not displaying proper identification (Truro Police Department Visitor Pass), he/she is responsible for identifying that person and determining their reason for being there.

Any person whom a Department member believes may be a security threat shall immediately be brought to the attention of the Shift Commander.

### **VI Lobby Security**

The Front Lobby is the proper area for visitors and workers to access the station.

The doors leading from the lobby area into the interior of the station shall be secured at all times.

## **VII Visitors**

Numerous visitors attend activities within the station each day. To maintain control over these persons, Department members shall follow appropriate procedures

When a visitor requires access to a secured area of the station (such as the Administration offices, Investigators Office, or for police business:

- Communications personnel will contact the required Department member to inform them of the visitor's arrival.
- If the Department member is available to meet the visitor, he/she will inform Communication personnel whether they will meet the visitor in the lobby or if the visitor should be admitted to the Records lobby to meet him/her.
- The Department member will meet the visitor and escort them to the appropriate area.
- Persons who are in the station for the purpose working, building or repairing any part of the station shall leave his/her official government issued ID and/or company ID with the Communication Personnel.
- Communication Personnel will issue a numbered TPD Visitor Pass, and create an incident under general department information. They will enter into the log all master card information on all visitors, times in and out, their purpose, and what location they need access to. If a key is issued, the key number will also be noted in the log.
- When the workers/visitors leave, their respective identifications shall be returned and the TPD visitor pass retrieved.

Department members escorting or hosting a visitor in a secured area of the station shall be responsible for him/her, and will not leave visitors unattended.

## **XII Law Enforcement Personnel**

When an official from another public safety agency needs to conduct business within the secured areas of the station:

- The official shall check in at the Communications Desk
- Communication personnel will contact the required Department member to inform them of the official's arrival
- If the Department member is available to meet the official, he/she will inform Communications personnel if they will meet the official at the Lobby or if the official should be admitted their office or area of the building to meet him/her.
- The official will be required to conspicuously display either their agency's badge or identification card, while in the station, and
- Upon completion of the visit, the Department member will escort the official back to the non-secure area.

Department members hosting outside law enforcement officials are responsible for them while they remain in the station.

## **XI Town Employee Maintenance**

Town Employees entering the station to perform construction or repair work to the building within the station after 15:00 hours or are subject to the following:

- The worker shall check in at the communications prior to performing any work
- The worker shall be identified.
- The Shift Commander will be made aware of the worker's presence.

Maintenance personnel assigned to clean the station shall be exempt from this requirement.

## **X Detainee Movement**

If a person who is under arrest is to be moved within the station outside of the Holding Facility, the following procedures shall be followed:

- The suspect must first be processed according to the requirements of *Policy and Procedure 72.2 "Processing Detainees."*
- At no time will any detainee be left unattended outside the confines of the Holding Facility. Whenever a detainee is held in any room, space or area outside the confines of the Holding Facility, he/she is to be under the continual, direct control of an officer who can immediately intervene on behalf of the Department or the detainee.

## **XI Training Room**

Any Department member overseeing an event being held in the Multi-purpose Room shall notify the Shift Commander of the event prior to its initiation.

Persons who are attending events in the Multi-purpose Room are subject to the following provisions:

### **Open Meetings**

- Attendees are allowed to access the Training Room via the public hall way. These individuals will notify Communications Personnel of their business here (what meetings etc).
- Attendees are not allowed access to any other area of the station.

**Closed Meetings (Training Events)**

- Attendees are required to check in at the Communications Desk.
- Attendees will be admitted through the secured Lobby door to the Training Room
- Attendees may have limited access to the station (restrooms & lunchroom only), if escorted or permission is given by a police department member.

**Tours**

Groups requesting tours of the station are subject to the following provisions:

- The group must submit a request for the tour through the Administrative Assistant, who will forward it for approval to the Lieutenant or Chief of Police, and make scheduling arrangements
- A Department member must act as the tour leader
- The tour leader shall notify the Shift Commander of the activity prior to the beginning of the shift.
- Tour participants are not required to check in at the communications Desk, but must remain with the tour leader during their time in the station.
- An incident will be created under general department information.

**XII Employee Guests – fitness area**

Department members may bring family members or guests into the station, but shall be responsible for and will escort these persons while they are in the station.

Subject to the discretion of the Chief of Police, family members of employees, town employees and fire department members may use the fitness facilities within the station. Any such usage is subject to the following conditions:

- A police department employee shall notify the Communications Desk upon arrival at the station.
- Non-department town employees must report to the Communications Desk upon arrival at the station. Communications Personnel will create an incident under general department information indicating who used the fitness area and note the times.
- The key to the fitness area will be given to this person for entry, and returned to the desk upon exiting the building.
- The person is excluded from the locker rooms and other areas of the station without an escort, and Department employees will have preference in the use of fitness equipment.

## **XII Cameras**

To enhance station security, the Department has surveillance cameras throughout the interior and exterior of the station. Video monitors for some of these cameras are maintained in the Communications Center.

Department members assigned to Dispatch duties shall be responsible for observing those monitors during their tour of duty, and shall report any suspicious activity to the Shift Commander as soon as possible.

## **XIII National Threat Conditions**

The Department of Homeland Security maintains a national Homeland Security Advisory System to provide an effective means to disseminate information regarding the risk of terrorist acts to authorities. The system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases.

There are five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

- Green: Low - low risk of terrorist attacks
- Blue: Guarded – general risk of terrorist attacks
- Yellow: Elevated – significant risk of terrorist attacks
- Orange: High – high risk of terrorist attacks, and
- Red: Severe – severe risk of terrorist attacks.

Whenever the warning level reaches ORANGE/HIGH, the Department may take additional security precautions, to be determined by the Chief of Police.