Building Security / Employee Identification

205.1   ACCESS TO THE CIVIC CENTER COMPLEX

Access throughout the Civic Center is controlled by a combination of standard key locks and an electronic access card system. This security system allows for flexibility within the departments, permits tighter restrictions where necessary, and minimizes employee inconvenience. Although each city department has a procedure for the distribution of access cards, there will be occasions when the system fails and employees will need the assistance of the police department to enter the facility.

The public safety building has a physically secure perimeter. All external doors are locked and require a key or access card, with the exception of areas designated as publicly accessible. The secured parking lot is fenced in and requires access. Security cameras are also deployed on the exterior of the building.

Public safety personnel shall verify access authorization prior to allowing individuals to enter secured areas of the building. Physical access to public safety is monitored and reports can be generated to audit access.

205.2   KEY CARD ACCESS

Each new city employee receives an access card that grants him or her entry through one or more of the controlled access points throughout the Civic Center complex. The manager of each of the City departments determines the level of access authority and designates the authorized entry points for each of his or her employees. The card assigned to each employee is programmed to that person’s access authority and will permit building access only through designated entry points within the complex. The electronic locking mechanism is momentarily disengaged when an authorized employee presents the access card at the security system’s close proximity reader.

Each manager can limit employee access to specific days of the week and/or times of the day. All full-time and part-time police employees are issued an access card. Unless specifically restricted, police employee cards will permit access to the police facility at any time of day and any day of the week. Police employees are granted access through most of the police facility entry points; however, some access ways are “RESTRICTED.” These access points are unlocked during business hours and only accessible to authorized personnel after hours. Authorized personnel include those employees assigned to that specific area of the department and sworn employees at or above the rank of sergeant.

205.3   MASTER KEY CARD

Master access cards that permit unrestricted access to all areas of the Civic Center are available for emergency use by police employees. One card is secured in a key box in the watch commander’s office; the other is located in the communications center. Use of the master access card requires supervisor approval.
205.6 VISITOR IDENTIFICATION

All persons entering the secured area of the department shall be required to check in and out with the front desk personnel. The front desk staff will authenticate the visitor and either escort the visitor, or contact another department employee to escort the visitor to their destinations. Visitors will be escorted at all times and visitor activity will be monitored.

The front desk staff will provide the visitor with an identification badge attached to a color-coded lanyard, which the person shall place on an outer garment. This includes utility repair and delivery personnel. Law enforcement personnel from other agencies may wear their own identification, if visible.

Visitors issued a YELLOW colored badge may go unescorted in non-restricted areas of the department. Visitors issued a RED badge should be escorted.

Ride-alongs: This visitor shall be accompanied by the “host” officer and not permitted to wander freely.
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Interns: This person is a temporary, part-time volunteer "employee" and has access to general work areas.

Visitors who are under constant personal escort by a member of the department are not required to wear a visitor badge.

Contract personnel (not employees of the City or Police Department) working in the police facility on a temporary basis will be issued a temporary identification card by the Office of Professional Development. The card will be yellow in color, have their name, picture, job description, and card expiration date. The card will be worn visibly on the outermost garment attached to a yellow lanyard. Contract personnel may be issued a restricted electronic access card, depending on need.

205.7 SECURITY CONSIDERATIONS
In order to enforce this policy and ensure a reasonable level of security, members of the department will, with just cause and due consideration, challenge anyone within the facility who does not possess proper identification. The individual will be asked to obtain proper identification before conducting any further business.
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For Families offices (2)

When an alarm is activated and received in the Communications Bureau, the following action will be taken:

(a) If the location of the alarm has a camera, the Communications Bureau will monitor that camera view to assess the activity in that work area.

(b) Two officers will be dispatched from the field to respond.

(c) A “Code 9” will be announced with the location of the alarm, to alert station personnel. Personnel responding from the station will notify the Communications Bureau.

(d) The Communications Bureau will initiate a telephone call into the respective work area to determine if an emergency actually exists and to obtain further details.