

AURORA POLICE DEPARTMENT
DIRECTIVE MANUAL

8.11 SECURITY AND LIMITED ACCESS TO DESIGNATED AREAS AND SECTIONS

Approved By: Todd Chamberlain, Chief of Police
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Associated Policy:
References: C.R.S. § 24 72 302(5), C.R.S. § 24 72 302(8)
Review Authority: Professional Standards and Training Division Chief and APD Legal Advisor(s)

8.11.01 PURPOSE

This directive establishes guidelines for all members regarding access to highly sensitive areas or facilities owned or operated by an outside entity.

8.11.02 SCOPE

This directive applies to all members of APD.

8.11.03 DEFINITIONS

Highly Sensitive Area: A location within city facilities requiring enhanced security measures due to the confidential or critical nature of activities conducted or information and equipment housed within. Examples include, but are not limited to, secured office or storage areas, armories, and equipment rooms.

8.11.04 POLICY

Members will only access highly sensitive areas and outside entity facilities for official business.

Members will not access any highly sensitive area without proper authorization or being escorted by someone with proper authorization.

8.11.05 ARMORIES AND EQUIPMENT ROOMS

The highest-ranking command officer of the district or unit in charge of armories and equipment rooms will determine who will have access to these rooms.

8.11.06 SECURITY OF THE PROPERTY AND EVIDENCE UNIT

Only the commanding officer and authorized members will be allowed to enter and remain in the secure area of the Property & Evidence Unit. The Business Services Division Manager or designee will specify who is authorized, and the commanding officer or designee will maintain a historical list of authorized members.

Any unauthorized members will be escorted if they need to be in the Property & Evidence Unit.

All property stored by the Aurora Police Department will be stored in designated secure areas.

The property and evidence areas have an alarm system for monitoring security during non-business hours or when authorized employees are not present.

Any property or evidence will be placed in the locker cabinets during non-business hours.

A Patrol Watch Commander may grant permission for the after-hours call-in of a Property & Evidence Technician to handle oversized articles, articles of great value, or any other circumstance requiring special assistance.

8.11.07 SECURITY OF THE CRIME SCENE UNIT

The Aurora Police Department Crime Scene Unit is a secure area off-limits to personnel without proper authorization. If personnel not authorized by the Crime Scene Unit need to enter an operational area, they will be escorted by Crime Scene Unit personnel.

Access to the Crime Scene Unit area does not include access to the Crime Scene Unit files and evidence storage areas. These files and evidence storage areas can only be accessed by authorized Crime Scene Unit personnel and the Chief of Police.

The Crime Scene Unit, files, and evidence will be locked and properly secured during non-business hours and when no one is present.

8.11.08 SECURITY OF THE RECORDS UNIT

The Police Records Unit is a secure area that is off-limits to personnel without proper authorization. If non-Records Unit personnel need to enter an operational area of the Records Unit, they will be escorted by Records Unit personnel.

Access to the Records Unit area does not include access to Records Unit files. These files can only be accessed by authorized Records Unit personnel and the Chief of Police.

The Records Unit area is secured by locking doors, restricted area signs, and 24-hour personnel coverage.

Records are stored in a secure, locked room and maintained under the authority of Section § 24 72 302(5) and (8) of Colorado Revised Statutes 1973, as amended.

The Chief of Police is the "Official Custodian" responsible for maintaining, caring for, and keeping Criminal Justice Records.

The Police Records Administrator is designated as the "Department Custodian of Records" and is deemed to be acting under the authority of the Chief of Police when exercising the official responsibilities of the Police Records Administrator.

8.11.09 SECURITY OF THE UNIFIED FORENSIC LABORATORY (UFL)

The UFL is a cooperative effort between the Aurora Police Department, Arapahoe County Sheriff's Office, Douglas County Sheriff's Office, and Colorado's 18th Judicial District to provide forensic science services in their jurisdictions.

The UFL operates as an independent entity governed by its policies and procedures, which include the security of and access to the laboratory. For further information regarding this organization, please contact the UFL directly.

8.11.10 ACCESS TO AURORA PUBLIC SCHOOLS (APS) AND CHERRY CREEK SCHOOL DISTRICT (CCSD)

All sworn members will have access to APS and CCSD facilities through the district access card system using the officer's APD department-issued building pass.

Members should only access school facilities while on duty and working in an official capacity. Information Technology (IT) will periodically provide the school districts with reports of current officer building pass card numbers to keep the list up to date and accurate.