



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

4039 R-4

POLICE DEPARTMENT FACILITY SECURITY

Effective Date: 12/15/1995

Revision Dates: R-1 09/01/2002; R-2 07/25/2003; R-3 12/05/2003; **R-4
02/09/2010**

INTRODUCTION

It is the policy of the Durham Police Department to maintain secure facilities owned or leased properties including headquarters, satellite properties, and all substations. The Planning Unit will be responsible for the Access Control and ID Card programs. Managers at all locations will be responsible for coordinating security for their areas of responsibility with the Planning Unit.

ACCESS CONTROL PROGRAM

The Planning Unit is responsible for the administration of the access control program. This includes both mechanical and electronic locking systems. This responsibility includes designing the elements of the system, and creating, issuing and controlling department access control devices, including keys, access cards, and access key fobs. The Planning Unit shall also be the liaison with DECC and city support departments on all issues having to do with the access control program.

Electronic Access

The Planning Unit will issue all Department members and DECC staff one access control device in the form of an ID card, at Department expense. An additional access control device, a key fob or card, may be obtained at the member's own expense and activated by the Planning Unit. The Unit will also replace cards or fobs that were lost or damaged due to normal use, negligence or abuse. When the Planning Unit is not available, DECC may provide emergency replacement of an access control device to Durham Police Department employees. The access device will allow entry to selected areas of police facilities based on job function or visitor status.

The following activities are prohibited:

- Use of an access control device that is assigned to anyone else;
- Giving, lending, or otherwise transferring control of your assigned access control device to anyone else;
- Modifying, bypassing or defeating any part of the access control system.

Mechanical Access

The Planning Unit will coordinate key issuance and lock configurations for doors within police facilities. Keys will be issued based on authority and need. To the extent possible, keys will be cut to allow entry into all areas within the recipient's area of responsibility, but multiple work keys may instead be issued at the discretion of the Planning Unit.

Keys are the property of the department and must be surrendered to a supervisor upon demand or returned upon change of assignment or termination. Members may be held financially responsible for replacing lost keys or re-keying parts of the building left at risk due to such an eventuality.

The following activities are prohibited:

- Use of keys without the express permission of the authorized owner
- Modifying, damaging or defeating any mechanical access device

IDENTIFICATION (ID) PROGRAM

All employees of the Durham Police Department will be issued a photograph identification card at the time of hire and after each title/rank change. Sworn members will be issued two (2) identification cards, one for their badge case, and one with electronic access control capability.

Any employee requesting a new ID must complete an Identification Card Application form, which acknowledges responsibilities for receiving identification and access. Any employee who loses an identification card must notify the Planning Unit immediately and may be charged for the value of the replacement card.

The identification cards are the property of the Durham Police Department and must be returned to the Department by the employee upon their separation from the Durham Police Department for any reason.

While in any City facilities, Durham Police Department identification cards shall be worn by all non-uniformed Department employees. Non-uniformed personnel must display the ID card or badge in an obvious manner on the outer garment while in police headquarters, whether the employee is on or off duty. Employees in a patrol uniform need not display their ID card, but must present one upon demand.

DURHAM EMERGENCY COMMUNICATION CENTER EMPLOYEES

DECC occupies space on the third floor of police headquarters and its employees are allowed access to the building by way of certain exterior entrances. Employees of the Communication Center are issued an ID card with a different template to that of Police employees. These ID cards are also obtained through the Planning Unit. By agreement with the PD, their ID card must be conspicuously attached to the outer clothing while in the building.

VISITORS TO POLICE HEADQUARTERS

Employees will ensure that all visitors will enter headquarters through the front entrance. Any visitor requiring access beyond the front desk will register with the Desk Officer. Before allowing a visitor to go beyond the lobby area, the Desk Officer will notify the appropriate unit that a visitor is requesting access and/or wishes to speak with a particular individual. After the unit has been notified, the visitor will sign-in and be given a visitor's pass to be attached to the exterior of their clothing. A member from the desired unit will escort the visitor to the appropriate floor, or authorize the Desk officer to send the visitor up in the elevator. Once the visit is complete, the person will be directed back to the lobby area. The visitor will be required to sign out and return their visitor's pass prior to leaving the building.

Certain visitors whose identity and/or purpose are obviously legitimate, i.e. City Manager, Assistant City Manager, Mayor, City Council members, regular building repair persons, etc., have been issued ID cards with limited access and are not required to sign in at the front desk.

Members of other police agencies attending training classes held in the police building are exempt from the daily sign in and escort requirements, if coordinated by the Training Division.

Desk Officers may use their discretion in modifying the sign-in procedures outlined above when confronted with a situation out of the ordinary, such as a large tour group escorted by a Department member.

The area beyond the Main desk in the HQ lobby, including the bathroom facilities, are not areas of general public access and entry is prohibited.

Media Representatives

Media personnel are classified as visitors and as such will be issued visitor's passes. These passes must be affixed on the outer garment in an obvious manner. Media representatives shall not go beyond the reception area of each floor unless authorized by the Chief of Police (or designee) or escorted by a member of the Durham Police Department.

SURVEILLANCE VIDEO AND SECURITY ALARM SYSTEMS

The Planning Unit will coordinate the design and implementation of alarm systems and closed circuit TV to enhance the access control programs. HQ building alarms annunciate at the front desk. In the event of an alarm activation within headquarters, the desk officer will:

- Notify DECC to immediately dispatch Uniform Patrol personnel to investigate, and
- Notify the appropriate Division/Unit Commander or designee to reset the alarm.

Video files will be overwritten as the hard drive storage reaches capacity unless it is requested for investigative purposes.

OTHER ALARMS

In addition to the above alarms, there is a Freon detection alarm on the landing of the sub-basement stairwell. An activation indicates a risk of asphyxiation from a leak.

In case of activation of this alarm, the Desk Officer will:

- Notify DECC to immediately dispatch the Fire Department to investigate, and
- Notify the on-duty or on-call General Services mechanic.

There is also a high water alarm in the sub-basement of the Headquarters building. Sub-basement flooding can affect the electrical and telephone/data systems within the building and de-activate security systems. The indicator for this alarm is located in the lobby near the door to the stairwell. In case of activation of this alarm, the Desk Officer will:

- Notify DECC to immediately dispatch a patrol officer to investigate, and
- Notify the on-duty or on-call General Services mechanic.

FIRE ALARMS

When a fire alarm is activated, the Desk Officer will notify DECC to dispatch the Fire Department. The Desk Officer will attempt to notify the on-duty or on-call General Services mechanic and a member of the Planning Unit. A Knox Box will be maintained at the HQ loading dock containing access devices to non-evidentiary areas of the building. In the event that evidentiary areas must be accessed for fire response, the Desk officer will contact on-call members.

SECURITY MANAGEMENT

The Desk Officer is authorized and expected to initiate the appropriate police action in the event of a breach of security in the lobby area, on the grounds, or any other area within the officer's notice or control. The Desk Officer will secure all outside entrances and all areas on the first floor by 1800 hours daily, and control after hours entrance directly via remote control doors and by monitoring closed circuit TV. Alarms within HQ will annunciate at the Main Desk, and the Desk Officer will initiate response to activations.

Each Division Head or designee will be responsible for securing individual doors at the end of the workday for their respective divisions. Supervisors at substations and satellite properties will assure their facilities are appropriately secure.

A handwritten signature in blue ink, appearing to read 'Jose L. Lopez, Sr.', is positioned above a horizontal line.

Jose L. Lopez, Sr.
Chief of Police