



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual
POLICY 2.14
**POLICE BUILDING SECURITY AND
EVACUATION**

Effective:
12/08/2020

Replaces:
12/23/2015

Approved:

1. PURPOSE AND SCOPE

1. It is the policy of the Goodyear Police Department to provide information and guidelines that will ensure maximum safety and protection for employees and visitors of the Goodyear Police Department facilities. In addition, this policy covers the safe and orderly evacuation of all the police department facilities in the event of a fire or other threat requiring such action. During a true emergency evacuation process or a prolonged emergency management of an evacuated police department facility the Goodyear Police Department is committed to provide responsible security by the use of appropriate safeguard methods regarding sensitive and evidentiary items which are stored in its facilities.

2. SECURITY FOR POLICE DEPARTMENT FACILITIES AND/OR OFFICES

1. Security at the Goodyear Municipal Complex Public Safety Administration Building (GMC) and all other Goodyear Police Department facilities inclusive of those areas that are noted as designated department offices which are housed within the Goodyear Fire Department's stations or within a shared complex is the responsibility of all employees of the Goodyear Police Department.
2. All spaces with access to the Police and/or ACJIS computer networks are governed and controlled by both current Goodyear Police Department policy and the required CJIS security standards for law enforcement facilities. Unless otherwise specified, access is only granted to authorized personnel who have successfully met background check requirements outlined in Police Department Policy 2.01 – Hiring/Recruitment and who possess current acceptable Arizona Criminal Justice Information System (ACJIS) clearance.
3. All Goodyear Police Department employees will exercise prudent security measures when using departmental facilities and assist all personnel in limiting unauthorized access.
4. Outside law enforcement agency personnel and non-ACJIS cleared personnel are prohibited entry unless under qualified escort. The escort is responsible for all personnel assigned to them and will ensure no breaches of departmental or CJIS security measures occur regarding escorted persons.
 - A. Escorts will be physically present with the personnel assigned to them at all times while in secure areas.
5. Escorts into the Police secure areas are provided for such purposes as:
 - A. Inter-agency communications regarding law enforcement or Emergency Management issues as required by operational demand.
 - B. Training needs for newly hired staff who have not met all their required ACJIS or departmental security mandates.
 - C. Limited authorized tours (i.e. public relations).
 - D. Required scheduled or unscheduled maintenance inside the secure areas by non-qualified or temporary cleared ACJIS personnel.

3. INDIVIDUAL FACILITIES

1. GOODYEAR MUNICIPAL COMPLEX (GMC) PSAB (14455 W. VAN BUREN ST, BLDG E-101)
 - A. The GMC PSAB will be secured in the following manner:

1. Exterior Doors: Excluding the main front doors to the GMC PSAB, all other exterior doors are to remain secured at all times. These doors will not be left open and unattended at any time.
 2. Interior Doors: Interior hallway doors shall remain secure at all times. All employees and supervisors assigned to a section are responsible for ensuring compliance of this policy in their respective areas.
2. PATROL OPERATIONS STATION (11 N. 145th Ave)
- A. The Patrol Operations Station will be secured in the following manner:
1. Exterior Doors: Excluding the main lobby door to the Patrol Operations Station, all exterior doors are to remain secured at all times. These doors will not be left open and unattended at any time.
 2. Interior Doors: Interior hallway doors shall remain secure at all times. All employees and supervisors assigned to a section or entering and leaving designated secure areas (i.e. patrol briefing areas and work stations, holding facility, MPI Live Scan, Intoxlyzer, blood draw rooms, vault ammunition storage, etc.) are responsible for ensuring compliance of this policy in their respective areas.
3. PROPERTY/EVIDENCE ANNEX BUILDING (2711 S. LA LUNA)
- A. The Property and Evidence Annex building will be secured in the following manner:
1. Exterior Doors: All exterior doors shall remain secured at all times. Access is only granted by current Police Department Policy 4.08 – Property and Evidence.
 2. Interior Doors: Interior doors shall remain secure at all times. All assigned employees to Property Evidence and those department employees under escort or guidance of the Property Evidence supervisor/custodian or designee are responsible for ensuring compliance of the secured area procedures of the property room.
 3. Refer to Policy 4.08 for further detailed information
4. TELECOMMUNICATIONS CENTER (14455 W. VAN BUREN ST, BLDG F)
- A. The Telecommunications Center building is a two-tier multi complex facility, sharing a common lobby. With the exception of the Emergency Operations Center (EOC) and a designated office located off the west hallway, the entire facility is designated primarily for the Goodyear Police Department communications function. The EOC and supporting office house the City Emergency Management function through the Fire Department.
- B. The building will be secured in the following manner:
1. Exterior Doors: With the exception of the west lobby exterior door, all exterior doors shall remain secured at all times. These doors will not be left open and unattended at any time.
 1. The West lobby exterior door is on a time lock and is unlocked Monday –Friday from 0800-1700. When this door is unlocked, the interior lobby door functions as an exterior door for security purposes.
 2. Interior Doors and Hallways–ACJIS Access Areas: The Telecommunications Operations Center and MDF (server room) are 24-hour continuous secured areas that have access to the Police and ACJIS networks. These doors shall remain secured at all times. Other doors to offices and supporting spaces with access to the Police network shall be locked when unoccupied by authorized staff.
 3. Interior Doors and Hallways –No ACJIS Access: The Emergency Operations Center (EOC) and some supporting spaces including the conference room, break room, rest rooms, and utility rooms are mission critical secure areas, but intentionally do not have access to the Police or ACJIS networks. As such, they do not require compliance with CJIS security standards. These doors should remain closed if unoccupied. Escorts are not required in these areas.

5. ESTRELLA PUBLIC SAFETY BUILDING (10701 S. ESTRELLA PARKWAY)

- A. The Estrella Public Safety Building is a two-tier multi complex facility, divided by a common public lobby. The entire west portion or section of this complex is designated primarily for the Goodyear Police Department and is considered a separate independent police structure or police station located within the complex. The entire east portion is a separate complete structure housing Goodyear Fire station 182.
- B. Estrella Police Station 2 will be secured in the following manner:
 - 1. Exterior Doors: Excluding the main lobby entrance door to the complex all other exterior doors to Estrella Police Station 2 are to remain secured at all times. These doors will not be left open and unattended at any time.
 - 2. Interior Doors: Estrella Police Station Doors leading into the DUI, holding cell area and sally port entrance area are to be secured at all times. Office doors will be secured at all times when Police staff is not present.

6. SOUTHWEST ADVOCACY CENTER (2333 N. PEBBLE CREEK PKWY)

- A. The Southwest Advocacy Center (SWAC) is a joint inter-agency criminal justice multi-discipline center. Goodyear Police Department Criminal Investigations Division detectives assigned to investigate Family Violence crimes, Sex crimes and Crimes committed against children have full time work offices located within the center.
- B. It is the policy of the Goodyear Police Department that detectives or any other GPD employee assigned to the center will follow the unique building security and evacuation protocol established by the current (SWAC) director.

4. EVACUATION PROCESS FOR POLICE DEPARTMENT FACILITIES AND/OR OFFICES

- 1. In the event it should become necessary to evacuate any Goodyear Police Department building, station or facility because of an emergency (fire, bomb threat, natural disaster etc.) the following procedures should be followed so that uniformity and consistency of policy and procedures are followed throughout all police department facilities. The evacuation of a police facility must be carried out expeditiously and as orderly as possible.
- 2. Building Command during an evacuation process will rest upon the highest ranking sworn police department employee present, or their designee to ensure evacuation of the facility is accomplished in timely and calm manner.
- 3. GENERAL FACILITIES:
 - A. When exiting the facility in an evacuation employees should:
 - 1. Refer to the facility exit plans posted in common areas in the facility assigned or located.
 - 2. Leave the building in the safest and most accessible route.
 - 1. If time permits close all doors.
 - 3. Report to the established evacuation area created by the Building Commander or the designated Incident Command System supervisor on scene.
 - B. Police Department Supervisors, Managers and Administrators inside the facility at the time of the evacuation will be responsible for ensuring the staff assigned to their area or control will proceed to the nearest designated exit of the building and assist other personnel as needed.
 - C. An accountability roster will be established of all staff and visitors (inclusive of their status) who were in the evacuated police department facility.
 - 1. The Building Commander will ensure the roster is established and he/she or their designee or ICS supervisor located at the evacuation area will maintain the roster until the conclusion of the evacuation process and all persons from the building are accounted for.
- 4. POLICE FACILITIES THAT HOLD TEMPORARY ARRESTED/DETAINED PERSONS

- A. During a facility evacuation with holding cells, the cells must be visually searched for the presence of any detainee. If a sworn supervisor is available or present he/she will do this. If no sworn supervisor is available the Building Commander will designate a sworn officer to accomplish this.
- B. A detainee/ arrested person/s in custody at a facility will be evacuated and will remain at all times with a sworn officer and be safely secured at the designated evacuation area.
- C. At such time the evacuation process allows, determinations will be made by the arresting officer and/or a sworn supervisor regarding the final disposition of the detainee, prisoner, and/or arrested person in custody. The final disposition of the in custody subject will be reported to the Building Commander or appropriate ICS police department liaison.

5. BUILDING COMMANDER RESPONSIBILITIES DURING POLICE FACILITY EVACUATIONS

- 1. The Building Commander in such an event will immediately take the following actions:
 - A. Designate an evacuation area for accountability and safety off all evacuated personnel and other persons who were in the building at the time of evacuation.
 - B. Establish an Incident Command System (ICS) and be prepared to jointly share ICS when Goodyear Fire Department/or other required emergency service units (SAU, Hazardous Material or other specialized law enforcement units or etc.) arrive.
 - C. Delegate other police department personnel as needed to accomplish the multiple phases and tasks associated with ICS.
 - D. Ensure GPD Communications is kept advised of the evacuation process.
 - E. Request GPD Communications (Comm.) to notify senior police department command of the incident evacuation process.
 - F. Ensure all requests for resources are directed through GPD Comm. or established ICS communications.
 - G. Ensure and request continuous broadcasting or utilizing other forms communications of the locations of the evacuation gathering area until such time all occupants from the evacuated police facility are accounted for.
 - H. Ensure all pertinent data is broadcasted or communicated in a timely manner.
 - I. Prepare an After Action Report and submit it to the Chief of Police within (24) hours after the entire evacuation event has concluded.

6. EVACUATION OF THE TELECOMMUNICATIONS CENTER

- 1. The Building Commander assigned to the evacuation of the Telecommunications Center will ensure all listed requirements mentioned in this policy are adhered to; additionally they will be responsible for ensuring the required emergency operational procedure for the Communication Center is established.
- 2. The specific emergency operation procedures as well as the exact evacuation protocols for the Telecommunications Center can be located in the Goodyear Police Department Policy and Procedures Manual.

7. SECURITY ISSUES FOR ALL GOODYEAR POLICE FACILITIES AND OR BUILDINGS THAT ARE REQUIRED TO BE EVACUATED UNDER A FACILITY EVACUATION

- 1. The Building Commander will ensure that law enforcement security will be effectively and rapidly established for all police department evacuated facilities. This must be accomplished in such a manner as not to impede Fire Department or other required rescue or emergency personnel, but simultaneously achieve the security and integrity of high value or law enforcement sensitive items that are stored or housed at police facilities. These items will be safeguarded to ensure they are not compromised by non-authorized persons or entities. Such items are considered to be, (but not limited to.)

- A. Impounded evidentiary and contraband items, weapons, firearms and explosive devices. CJIS or department enabled communications or transmitting devices, radio systems, and department privileged electronic access files etc. (Communication Center, or police facilities that house designated work areas for authorized CJIS and or police department restricted electronic access data bases.)

8. MOCK DRILLS AT POLICE FACILITIES

1. Mock Drill evacuations will be performed at all Goodyear Police Department facilities on a regular basis.
2. The Mock Drill concept is utilized to validate and verify the preparedness of personnel, policies, procedures as well as the availability of resources in the event of a true police building evacuation. The Chief of Police or designee can determine which facility will participate in the Mock Drill and identify the Building Commander prior to the exercise commencing.
3. Scenarios should include testing of all installed fire or emergency activation monitors and signals; noting if all established fire exits are accessible and emergency exit plans are properly updated and posted. All Mock drills should be conducted as to minimize personnel or resource allocation and either contain or simulate the following elements or procedures.
 - A. The Mock Drill shall be well coordinated with other city departments and or required participants, (at the minimum with the appropriate senior City of Goodyear Fire Department personnel) prior to the Mock Drill occurring.
 - B. Employees where the Mock Drill is going to occur shall be given proper notification as to a building evacuation test or alarm exercise that will occur and to follow the police facility evacuation policy if deemed necessary.
4. The results of the Mock drill will be forwarded to the Chief's office for evaluation in the form of an After Action Report within thirty (30) days after the Mock Drill.