

	Greenville, SC Police Department GENERAL ORDER		
	Subject Building Security	Number 148A8	Type Administrative
Effective Date 5/5/2025	Amends/ Rescinds 148A7	Pages 1 of 3	Re-evaluation Annual-April
References CALEA 81.3.1			Notes Added Public Safety Annex section and updated wording for court and off site facilities.

1.0 POLICY

Ensuring the security of public buildings is a critical function of law enforcement. The Greenville Police Department will cooperate with other agencies to ensure that public law enforcement and government buildings are provided with a minimum level of security on a daily basis and heightened security during times of increased threat conditions.

2.0 PUBLIC SAFETY CAMPUS AND MUNICIPAL COMPLEX (HALTON ROAD COMPLEX – HRC)

- 2.1 The badge access system for the Halton Road facility will be managed by the City of Greenville IT Department.
- 2.2 Access to the HRC will be gained by issued security cards. Areas of accessibility will be determined by Division Commanders with final approval by the Chief of Police.
- 2.3 Security Cards will be issued to all employees by the City of Greenville IT Department. This card must be visible at all times if not in uniform. If repeated replacements become necessary, a fee may be assessed for the replacement card.
- 2.4 Visitors will be escorted at all times.
- 2.5 No visitors or employees that have not completed Security Awareness Training shall be allowed within the areas containing criminal justice information unescorted.

3.0 MUNICIPAL COURT SECURITY

The police department will work with the Municipal Judge to ensure adequate security procedures are in place to ensure the safety of employees and visitors to

the Municipal Court. These procedures are outlined in the Court Security Manual and will be reviewed periodically to ensure they are adequate and being followed. The Support Commander is responsible for this function.

4.0 LAW ENFORCEMENT CENTER (LEC) SECURITY SYSTEM

- 4.1 The security system for the LEC will be managed by an administrator appointed by the Greenville County Sheriff.
- 4.2 Access to the LEC will be gained by security cards which can be obtained in the LEC lobby. Areas of accessibility and methods of access will be determined by the Greenville County Sheriff's Office.
- 4.3 Visitors must be escorted in the LEC at all times.
 - 4.3.1 Visitors should be verified via a photographic identification. Desk personnel will contact the proper personnel who will then be responsible for escorting the visitor.
 - 4.3.2 Officers are responsible for prisoners in their custody at all times when in the LEC. Officers must follow proper safety procedures when escorting, guarding or conducting other law enforcement business with prisoners.
- 4.4 Protection of Critical Infrastructure
 - 4.4.1 Critical Infrastructure are those assets, systems and networks that provide functions necessary to ensure operations.
 - 4.4.2 All systems, assets and networks deemed critical to the operation of the Greenville City Police Department are to be protected in a manner that prevents damage or unauthorized access. The protection of critical infrastructure can include, but is not limited to:
 - Access card entry
 - Electronic or magnetic locking mechanisms
 - Fences or gates
 - Transmission lines
 - Antennas
 - Power Sources



5.0 CITY HALL SECURITY

- 5.1 The Greenville Police Department will work with the Building Maintenance Administrator to ensure that adequate security procedures are in place to ensure the safety of city employees and visitors to City Hall.
- 5.2 The police department will take measures to establish a police presence in City Hall in order to enhance security of the building. An officer will be stationed in City Hall during normal business hours. Additional officers may be stationed at City Hall when an elevated threat level exists.

6.0 OFF SITE POLICE FACILITIES

Access to police facilities located at 100W. McBee Av. will be managed through electronic key cards issued by the City of Greenville.

7.0 SECURITY DURING ELEVATED THREAT CONDITIONS

The police department will take measures to ensure security of the HRC Municipal Court, City Hall and off-site police facilities, and any other public buildings necessary during times of known danger or elevated threat levels. Security precautions will be taken in conjunction with General Order 261 "Emergency Preparedness and Response" to correspond to Threat Levels of the National Terrorism Advisory System and/or the City of Greenville Readiness Level.

DocuSigned by:

J. H. Thompson

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J. H. Thompson, Chief of Police

5/5/2025

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