

A. **PURPOSE.** To outline building security procedures for the Grand Rapids Police facility.

**B. SPECIFIC RESPONSIBILITIES**

1. The Watch Commander shall monitor building security procedures.
2. Unit Commanders shall report all missing property to the Chief of Police or designee.
3. All Employees shall secure all valuable Department and personal property in locked desks, designated cabinets, or secured rooms when unattended.
4. All employees working alone in Department offices during times other than business hours shall notify the Watch Commander.

**C. BUILDING ACCESS**

1. Unescorted access by the public outside of the lobby is not permitted unless authorized by the Chief of Police or designee. Sworn employees shall challenge anyone who appears to violate access to floors not open to the public.
2. Access to the motor pool is limited to Department vehicles, pre-authorized City of Grand Rapids vehicles and vehicles/persons as approved by the office of the Chief of Police. Personal vehicles, bicycles, and other modes of transportation are not allowed at any time.
3. Access to the main lobby doors through the Fulton Street entrance shall be by employees with card access only. These doors shall remain locked at all times.
4. All other facility access points (i.e.; loading dock, emergency exits, motor pool bay doors) shall remain locked at all times and shall only be used by employees with authorization from the office of the Chief of Police or designee.

**D. Threat Advisory Elevation**

1. In the event that the Department of Homeland Security increases the threat level to orange or red in the National Threat Advisory, the following security measures shall be considered:

- a. Additional security to the motor pool entrance/exit shall be established.
  - b. Physical checks of the interior and exterior of the Police Department shall be implemented.
  - c. Access to the Emergency Communication Center shall be restricted to essential personnel only.
2. In the event that a credible threat is received at the local level and City officials request an increase in local state of readiness, the above security measures shall be considered along with any recommendations from officials to ensure the protection of the Department and the ability of the Department to provide essential services.
- E. Civilian Employees who possess a Concealed Pistol License (CPL) and intend to carry a firearm to and from work shall:
1. Notify the Support Services Division Commander of their intent to carry a weapon to and from work.
  2. Secure the firearm in their personal locker on the Fulton level or in a Monroe level lock box provided for this purpose immediately upon entry into the building. Civilian employees working at a Police Department facility other than Police Headquarters will be directed where to secure their weapon.
  3. Not be in possession of a firearm while on-duty, inside or outside of a Police Department facility. For purposes of this procedure, this is to include while on a paid break, but not to include while traveling to or from work.