

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number CIS-009
	Subject Security for Dispatch Centers, Personnel, and Equipment	
	Special Instructions Replaces CJD-014 dated May 7, 2010	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for providing and maintaining security for regional dispatch centers (RDC), personnel and equipment.

II. POLICY

A. Only authorized personnel who have official business to conduct in the RDC should be permitted access.

B. All district microwave towers, guy wires, and communication building(s) shall be visually and physically inspected for damage (intentional or natural) by the district duty officer or designee, during each shift.

III. PROCEDURE

A. All access doors to the RDC shall be kept locked at all times.

B. All background noise shall be kept to a minimum and the following is prohibited in the RDC:

1. Socializing or unauthorized gatherings;
2. Walk through traffic;
3. Blatant disturbances to include TVs, loud radios, etc., loud conversations, or any other conduct that could negatively affect dispatch or dispatch personnel; and
4. Any evidence that could contaminate surfaces, poses a potential hazard and is not properly secured.

C. Communication equipment must be inspected during each shift.

D. Any detection of criminal mischief or natural damage to a microwave tower or its guy wires shall be reported to the district duty officer, as soon as possible. The Assistant Chief of Staff Logistics shall also be notified, through channels, of the circumstances of the damage. Any apparent intentional acts of damage shall cause a criminal investigation to be conducted.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.