

PROCEDURE MANUAL

19-07



MICHIGAN STATE POLICE

Department Security and Access to Department Facilities

Purpose: This manual provides guidance and procedures regarding safety protocols for and access to department facilities.

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Definitions:

None

Section 1: Department Security and Access to Department Facilities

1.1 Special Operations Division, State Security Operations Section Responsibility

The State Security Operations Section shall develop and administer security programs and policies which will assist members in their efforts to create a secure workplace environment for Department of Technology, Management, and Budget (DTMB) owned and managed facilities in the Lansing area.

1.2 Dimondale State Police Campus

The State Police Campus at the State of Michigan Secondary Complex includes the following facilities:

Michigan State Police Headquarters	7150 Harris Dr.	Dimondale, MI 48821
Michigan State Police Annex	7050 Harris Dr.	Dimondale, MI 48821
Michigan State Police Training Academy	7426 N. Canal Rd.	Lansing, MI 48913
Michigan State Police Lansing Laboratory	7320 N. Canal Rd.	Lansing, MI 48913
Michigan State Police First District/Lansing Post	7119 N. Canal Rd.	Lansing, MI 48913
Michigan State Police EMHSD Training Center	7426 Osborn St.	Lansing, MI 48913

1.3 Identification Requirements

- a. All members assigned to the Dimondale State Police Campus, field personnel at the 14-level and above, and members of units which regularly report to Headquarters shall obtain a DTMB identification/access card. Identification cards of enlisted members, motor carrier officers, and state properties security officers shall be embossed with the State Police Shield and "LE." Identification cards for civilian members shall be embossed with the State Police shield. DTMB identification cards can be obtained by completing a request in MiCARP for a new/modified card.

- b. Unless in uniform, all members shall wear/display their issued DTMB identification card at all times while in any department owned or leased building.
- c. Members shall not loan their identification/access card to friends, relatives, or co-workers.
- d. Lost or stolen cards shall be immediately reported to an member's supervisor and the commander of the State Security Operations Section so they may be deactivated.
- e. Members leaving the department due to retirement, termination, or reassignment to a different state agency shall surrender their DTMB identification card to the State Security Operations Section so it may be deactivated.
- f. All visitors to State Police facilities shall be screened at the public entrance. Visitors to State Police facilities shall be required to present valid government issued identification and sign in on a form prescribed by the department, prior to being granted access.
- g. Civilian tour groups requesting a tour of a State Police facility shall do so in writing no less than 14 days prior to the tour. All tour groups are required to provide the names and date of birth of each adult participant to the department point of contact prior to the tour date.
- h. Visitors, with the exception of uniformed law enforcement officers, are required to wear a department approved visitor identification badge equipped with a self-expiring seal.
- i. Each facility at the State Police campus shall have a facility specific, sequentially numbered, identification badge. Visitor identification badges shall be replaced randomly to prevent copying and to maintain accountability.
- j. Non-departmental visitors shall not be granted unescorted access in any State Police facility.
- k. All contractors accessing State Police facilities shall be issued a contractor identification card as prescribed by DTMB policy. Contractors shall display this identification card at all times.
- l. State of Michigan employees accessing State Police facilities shall display their DTMB issued identification card at all times.

1.4 Facility Access

- a. General access to State Police Headquarters is granted by the State Security Operations Section. Access to restricted areas is granted by members with oversight of these areas. Access to restricted areas is granted by operational need.
- b. The following areas are deemed restricted areas:
 - i. Director's Office Suite, Headquarters
 - ii. Field Operations Bureau (FOB) Suite, Headquarters
 - iii. Field Support Bureau (FSB) Suite, Headquarters
 - iv. Freedom of Information Unit (FOI), Headquarters
 - v. Internet Crimes Against Children (ICAC), Headquarters
 - vi. Emergency Management and Homeland Security Division, Headquarters
 - vii. State Emergency Operations Center (SEOC), Headquarters

- viii. Operations Desk, Headquarters
- ix. Michigan Intelligence Operations Center (MIOC), Headquarters
- x. Executive Operations, Headquarters
- xi. Michigan State Police Training Academy
- xii. Michigan State Police Lansing Crime Lab
- xiii. Michigan State Police Annex
- xiv. Michigan State Police Lansing Post
- xv. Michigan State Police First District Headquarters

1.5 Access Audits

To ensure facilities are not being accessed by unauthorized parties, each facility, including restricted areas, will perform a semi-annual audit of facility access with the assistance of the State Security Operations Section.

1.6 Parking

- a. Members parking at State Police facilities shall utilize the designated employee parking area only. DTMB parking policies shall be adhered to at all times.
- b. State of Michigan vehicles shall be parked in the executive parking area at State Police Headquarters.

1.7 Use of Wellness Centers

- a. Members and retirees are permitted to use the wellness center at Headquarters under the following conditions:
 - i. Current active members assigned to work in the Headquarters building may access the building's wellness center at any time.
 - ii. Current active members assigned to locations other than Headquarters and retirees may utilize the Headquarters wellness center Monday through Friday from 7 a.m. to 5 p.m., excluding holidays. The member or retiree must present their Michigan State Police (MSP) identification card or MSP retiree ID card to security desk staff at the front door. The member/retiree will temporarily exchange their ID card for a numbered access card that will allow programmed swipe access to the doors necessary to get to the wellness center. Access is confined to the main entry door, appropriate locker rooms, and wellness center unless authorized by the Director. Guests are not permitted.
 - iii. Current active enforcement members may submit a request for after-hours access for the Headquarters wellness center through channels to the Special Operations Division Commander. The request shall include an articulable explanation of the need for after-hours access. Guests are not permitted.
- b. Access to the Training Academy wellness room is limited to Training Division members and law enforcement students attending a Training Division program.

- i. Current active enforcement members may submit a request for after-hours access for the Training Academy wellness center through channels to the Training Division Commander. The request shall include an articulable explanation of the need for after-hours access. Guests are not permitted.
- ii. Access to and use of the Training Academy training tank and gym is prohibited except by Training Division members and students authorized by the Training Division Commander.

1.8 After-Hours Access

Members accessing facilities located on the State Police campus shall only utilize designated entrances from 6:00 p.m. to 6:00 a.m., on weekends and holidays

1.9 Post and Worksite Security

At each post/worksite, security is the responsibility of the worksite commander.

- a. Each worksite shall be alarmed when the building is empty.
- b. Each worksite should have a panic alarm at the front desk.
- c. Each worksite property room shall be alarmed and have a door that is of metal or solid core construction.
- d. Each worksite gun room shall have a door that is of metal or solid core construction and shall be secured at all times.