

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: February 27, 2021	<input checked="" type="checkbox"/> Amends GO 20.1.12 (October 31, 2020)	Number: 20.1.12
Distribution: All Personnel	Review Month: October	Reviewing Authority: OSB / Facilities Security
Subject: Facilities Security		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. Purpose

The purpose of this policy is to establish standards and procedures for maintaining the security of agency facilities.

2. Policy

It is the policy of this agency to maintain a secure facility and safeguard agency equipment and data.

3. Definitions

- A. Access Device – Any device used to gain entry into agency facilities and selected county facilities, e.g., access cards, electronic key fobs, and standard keys.
- B. Access Level – Specific privileges to enter an area within an agency facility as authorized by the area custodian. Access levels are granted on the basis of need and position and may include time of day and other restrictions.
- C. Area Custodian – The Section Commander or designee responsible for authorizing access level privileges.
- D. Deputy of the Day – Sworn personnel assigned to the Central Operations Center during normal business hours. The Deputy of the Day provides a uniformed visible presence to the Central Operations Center and is responsible for handling law enforcement needs.

4. Procedures

- A. Personnel shall carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and/or agency identification to any person requesting that information, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. Personnel not wearing agency approved uniforms shall display issued identification at all times when in an agency building. Identification will be displayed on or above the waist or hanging from a lanyard or chain.

- B. Agency personnel shall not allow unauthorized persons to follow them through open doors. Personnel shall not allow individuals public access into the agency facilities except during normal business hours. Unless authorized for operational purposes, individuals shall not be given access into secured areas. Any persons not in uniform or not displaying proper agency identification (ID) should be stopped, questioned, and escorted to the main public entrance to be signed in for a visitor's pass.
- C. Government emergency services personnel from other agencies must display their agency ID or credentials at all times. When in an agency facility, government emergency services personnel do not need to be escorted.
- D. All other guests or visitors, to include media personnel, must be escorted and shall not be allowed to roam within an agency facility. Employees signing in a visitor are responsible for them and shall maintain contact with them at all times. All media personnel shall display their credentials while in an agency facility.
- E. All exterior and interior doors that are normally secured must remain secure. Doors may be propped open momentarily to allow entry of bulky or cumbersome items but must be secured before leaving the area. At no time will any propped door be left unattended.
- F. Facility Security personnel shall issue access devices and levels to newly hired personnel upon request from the Human Resources Division or Training Section designee. Facility Security personnel shall maintain appropriate documentation for all access devices.
- G. Upon request by an area custodian, Facility Security personnel may issue an access device to non-employees with the approval of the Sheriff or designee. Facilities Security personnel shall maintain access devices issued to non-employees.
- H. Unescorted contractors and vendors working in agency facilities shall successfully pass a background check, conducted by Facility Security personnel, prior to beginning work. In exigent circumstances, contractors or vendors may be escorted or issued a temporary access device to expedite the completion of the job. In these cases, the access device will not be kept overnight and must be checked out and returned each day.
- I. Personnel shall use only their issued access device to gain entry to agency buildings. Under no circumstance will access devices be loaned, given to, or transferred to another person without the authorization of Facility Security personnel.
- J. Access devices will not be left unattended or unsecured. The employee's responsibility is to immediately report lost or unaccounted access devices to their immediate supervisor. The employee's supervisor must notify Facility Security to have the missing access device deactivated. Electronic access devices not used for more than 60 days will be removed from the system. Exceptions to the 60-day rule must be approved by Facility Security personnel.

- K. At any given time, personnel shall only be authorized two active electronic access devices, including those personally owned.
- L. Access levels will be determined by the area custodian according to the individual's assignment and/or for operational necessity. The area custodian is responsible for notifying Facility Security personnel of transfers or reassignment of personnel. Anyone seeking access privileges to an area shall have the area custodian or designee send written authorization to the Facility Security personnel.
- M. The Human Resources Division Commander or designee shall contact the Facility Security Unit personnel to request appropriate facility access changes whenever an employee is suspended, resigns, or is terminated from the agency. In these cases, the Division Commander or designee shall collect agency owned access devices. In cases of termination and resignation the access device should be turned over immediately to the Facility Security Unit personnel.
- N. Section Commanders are responsible for conducting annual audits for the list of personnel who have access to their respective facility or area. Upon request, an access list will be provided by the Facility Security Unit. Section Commanders for the Uniform Patrol Division facilities (Sectors 1 through 6) only need to request a list for special areas of their facility since all sworn personnel have access to UPD facilities (i.e. Command area, supervisory area, CID area, etc.).
- O. Facilities Security is responsible for the maintenance and repairs of all agency security cameras. Each section/unit is responsible for confirming the facilities security cameras within their section/area are functioning properly. Should a camera not be functioning properly, the section administrative assistant or designee shall immediately notify Facilities Security via email (OCSO-Facilities-Maintenance-Security@ocsofl.com) with the camera information and location.