
ADMINISTRATIVE DIRECTIVE – 101.004
POLICE DEPARTMENT FACILITIES

EFFECTIVE DATE: October 15, 1994

REVISION DATE: November 20, 2024

REVIEW DATE:

AFFECTS: All Personnel

I. PURPOSE

Statements in this directive are designed to assist in the safety and security of public facilities assigned to the police department and to ensure the efficient use of available equipment and space.

II. POLICY

As with all agencies of municipal government, it is imperative the best and most efficient use of public facilities is accomplished. The nature of police work demands the security of facilities be strictly enforced to protect the well-being of persons and property taken into police custody and to ensure the proper storage of sensitive materials and potentially harmful equipment.

III. PROCEDURES

A. General Security

1. Main Police (800) and Courts Building, Joint Use Facility (801), 802 and the Neighborhood Police Office.

- a. The lobby hours of the building are posted for the public at the front entrance. At the Main Police and Courts Building, an officer may be summoned using the intercom secured on the exterior wall at the main entrance to the building. The intercom permits direct access to Public Safety Communications (PSC) or Public Safety Officers (PSOs).

Note: 802 and the Neighborhood Police Office do not have lobby hours for the public.

- b. Officers shall escort persons in the lobby of the main police building to report an incident or file a complaint away from the immediate area of other patrons. Interview rooms or the Toler room may be used for this purpose.
- c. Except for main lobby entrances and the public's jail entrance, all exterior doors are to remain locked when not in direct use or when visually supervised by police personnel.

- d. Visitor Badges

- (1) Responsibilities of Desk Officer – Personnel assigned as desk officers must assist in ensuring the security of the police facility and the safety of building occupants by carefully screening visitors. Desk personnel must complete all required information for visitor badges and advise the appropriate police employee they have a visitor before issuing the badge and admitting the guest beyond the lobby. Desk Officers must ensure an adequate number of badges are on hand for immediate use and in stock through the Quartermaster Unit.

- (2) General Employee Responsibilities

- (a) Police employees must escort their guest(s) from the lobby to the appropriate office, meeting room, etc.
- (b) If an employee of the Department is hosting a meeting, the front desk should be notified of the room location, etc. prior to meeting time.
- (c) Employees who encounter someone wandering through the building should determine if the person has legitimate business and if so, escort them to the lobby reception desk to obtain a visitor badge.

- (2) Issuance of Badges

- (a) Employees of the City of Plano, other than police employees and contract workers such as janitorial and maintenance staff or on-site construction workers,

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are permitted to enter controlled access areas of the building beyond the lobby ONLY after having registered with front desk personnel or jail control room personnel. City employees must display their City of Plano ID card when in secured areas of a police building. If the visiting city employee does not have an ID with them, front desk personnel will issue a visitor's badge.

- (b) Persons, other than police personnel and those mentioned in the above paragraph, are permitted to enter controlled access areas of the building ONLY when accompanied by a police employee AND after having been issued a Plano Police Department Visitor Badge at the lobby reception desk. Visitors must be escorted at all times while in secure areas of the building.

e. Panic Alarms

- (1) Panic alarms have been installed in several locations within the main police building and at the Joint Use Facility. Once activated, the alarm will notify jail personnel who are responsible for notifying Public Safety Communications of the emergency activation. The alarm will sound in the jail control room. In the event of an accidental activation, patrol will be dispatched regardless. An officer working within the main police building can take the call.
- (2) Public Safety Communications personnel are responsible for responding to these alarms as outlined within their Standard Operating Procedures.
- (3) Panic alarms will be tested monthly in each location where a panic alarm has been installed. It is the responsibility of the supervisor over each division where a panic alarm is located to ensure the alarms are tested in this time frame.

B. Building Keycard Control

- 1. Keycards to specific points of building access are issued under strict control.
- 2. Issuance is based on the employee's level of command authority in the Department and/or duty assignment.
- 3. Keycards are issued from the City Human Resources Department and activated in Police Professional Standards.
- 4. Keycards are issued as directed by the Chief of Police.
- 5. Any lost building key(s)/keycard(s) must be immediately reported to the employees' supervisor.

C. Building Key Control

- 1. Issuance of all keys is based on the employee's level of command authority in the Department and/or duty assignment.
- 2. All exterior, master, and sub-master building door keys for 800, 801 and 802 will be issued by the Quartermaster Unit.
 - a. Issuance to New Employees

The supervisor of a new employee must submit a key authorization form for the employee to the Quartermaster Unit. The form must stipulate the specific key numbers to be issued. The employee will sign for all keys issued.
 - b. Issuance to Transferring Employees

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Employees who transfer or change levels of responsibility within the Department will be required to surrender keys no longer needed to the Quartermaster Unit. The employee's new supervisor must submit a key authorization form to the Quartermaster Unit requesting the issuance of any new keys.

c. Retrieval from Terminating Employees

The Quartermaster Unit is responsible for retrieving all exterior, master, and sub-master building keys from the terminating employee. Keys will be returned at the time the terminating employee turns in all other issued equipment.

3. Division and Unit Keys

a. Keys to files, cabinets, etc. will be issued at the division level. Supervisors must maintain an adequate supply of keys specific to their areas.

b. Issuance to New and Transferring Employees

Supervisors must complete a key authorization form for each employee new to their command when the employee's assignment requires division or unit keys. The form will identify each key issued to the employee. The employee is required to sign for all keys issued.

c. Retrieval of Area Specific Keys from Transferring and Terminating Employees

The supervisor of an employee transferring from a division or unit must retrieve all area specific keys from the employee. The key authorization form for the employee must be updated.

D. Use of Training and Conference Rooms (Does not apply to the Plano Richardson Police Training Center Facilities, Assembly Points and Substations)

1. Reservations for the Chief's Conference Room, Law Library, Toler Room, Hardy Room, and 802 Conference Room may be made by contacting the Chief's Office.

2. Persons using training or conference rooms are expected to move the tables, chairs, and any equipment back to their designated locations, and clean up any trash or debris when finished.

E. Police Department Reference Materials

1. The Department has acquired a comprehensive library of various law reference books, and several law enforcement and municipal related periodicals. Most materials are maintained in the Law Library.

2. Any member of the Department is approved to use these materials. Law books and other reference materials should not be taken outside the Department without notifying a member of the Chief's administrative staff.

F. Facilities Parking

1. Because of construction or special functions, it may be necessary to temporarily change the use of specific areas of the parking lots. Announcements of this nature will be accomplished through a memorandum or email issued from the Office of the Chief, Assistant Chief, or an Assistant Director of Police.

2. Personnel are not permitted to park dependent vehicles such as boats, trailers, etc. on police facilities parking lots for more than 24-hours. Personal vehicles cannot be left on police

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parking lots for extended time periods while employees are on vacation, while the vehicle is inoperative, etc.

G. Interview Rooms

Specific rooms within the Department have been identified for use by officers when interviewing persons in police custody. Only the interview rooms located in the jail will be utilized to interview arrestees. When utilizing these rooms, officers are accountable for the safety and security of the arrestee being interviewed. The interview rooms found within the main police facility will be used to interview and/or interrogate adults not in custody. Juveniles who are in custody and have been issued a Magistrate Warning may be interviewed in the interview rooms in the main police facility. The following guidelines will be adhered to for all interview rooms:

1. Officers will always carry a portable recording device which will be continuously recording when in the interview rooms (in addition to the audio/video recording which is taking place within the interview room).
2. Officers are responsible for the continuous supervision of persons or arrestees being interviewed.
3. Arrestees will not be restrained to fixed objects.
4. Persons being interviewed and arrestees will be provided reasonable access to water, restroom, and other physical needs.
5. Weapons are not permitted in the Interview Room inside the jail or authorized juvenile area.
6. Personnel interviewing persons not in custody or juveniles who are in custody in the interview rooms in the main police facility may retain their weapon in the interview room, but it must be secured in a Department approved holster.
7. Officers will inspect the Interview Room before and after use, for weapons and/or contraband.
8. The interview rooms will contain a table, two or three chairs, and audio/video recording equipment.
9. Arrestees will be searched by an officer or a jailer before entering and upon leaving the Interview Room. The search may have occurred as part of the transport or book-in process.
10. Officers utilizing the Interview Room must be familiar with current emergency evacuation routes and procedures. Evacuation routes are posted outside the Interview Room doors.
11. Males and females will not be held in the same Interview Room for questioning at the same time unless they are under continual visual observation. Juveniles will only be interviewed in rooms designated for this purpose by the court.
12. While conducting the interview, only officers actively involved are allowed inside the Interview room.
13. When a suspect exercises his/her right to counsel, questioning by officers will cease. Officers must ensure any audio/video recording is terminated at any time suspects meet or confer with counsel.
14. To assist with officer safety, arrestees will only be interviewed in rooms equipped with panic alarm systems. Officers are also encouraged to carry a portable radio for additional means of summoning assistance.