

	PARADISE VALLEY POLICE GENERAL ORDER Department Facilities	Order Number
		17.4
		Date
		09-27-19

17.4 **Department Facilities**

- A. All *employees* are responsible for the security of *Department* facilities and are required to know and adhere to the *Department's* security requirements.
- B. *Employees* are issued access cards/keys for access to police facilities. Lost access cards/keys *shall* be immediately reported through the chain of command.
- C. Visitors not accompanied by an *employee shall* wear a "Visitor" badge obtained in Communications or Administration. The driver's license and contact phone number *will* be collected when a "Visitor" badge is issued, which *shall* be returned to the visitor when the "Visitor" card is turned back in. The same procedure *shall* be followed when issuing access cards/keys to visitors or vendors.

17.4.1 **Emergency Evacuation**

- A. Each *Department* facility *must* have an evacuation plan that is made available to all who work within the facility. Unit supervisors are responsible for familiarizing new employees with the evacuation plan. The plan shall be kept current by the Support Services Commander.
- B. Each division supervisor shall ensure that: exit and *emergency* signage remains in place; fire exits remain accessible at all times; *employees who may* need assistance in the case of an evacuation receive assistance; and that all *employees* vacate an area when required.
- C. In the event of an *emergency* evacuation order or fire alarm, *employees should* promptly vacate their work areas in accordance with the plan. The last *employee* to leave an area *should* close the door, leaving it unlocked.
- D. Visitors and prisoners are the responsibility of the person who brought them into the facility. Prisoners who are evacuated *shall* be promptly transported to another facility or the jail for continued detention.
- E. Re-entry to the facility *shall* be governed by the responding Fire or *incident commander*.