



# POLICY AND PROCEDURE

# NO.802

## Security Egress Door

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To establish policy on the implementation of Door #1 located on the lower level southeast corner of the building on March 13, 1979 being designated as the egress door for Units using the lower parking lot. The lock on this door has been changed and special keys will be issued to personnel using this entryway.

It is imperative that in order to maintain the security of the building that this door remains locked at all times and officers are cautioned to ensure that the door is secure after use.

Keys issued are considered part of your equipment and must be maintained by the officer. Keys lost, misplaced, damaged, or otherwise rendered incapable of use will be replaced at the expense of the employee to whom it was issued. Keys issued will be turned in to the Commanding Officer of the Unit upon discharge, termination of employment or transfer to another unit.

Per:

*Edward P. Gardella*  
Chief of Police

EG:fl