

1.412 SECURITY OF AGENCY FACILITIES & EQUIPMENT

1.412.05 General Facility Security

- A. Security of, and movement within, agency facilities must be controlled at all times.
 - 1. All personnel will assist in control procedures.
 - 2. Supervisory and administrative personnel are particularly responsible for maintaining proper levels of adherence to facility security procedures.
- B. See also **1.922 Presence at Unauthorized Places**.
- C. All exterior doors to agency facilities must be closed and locked unless the doorways are being monitored by on-duty personnel.
- D. Visitors, including maintenance and repair personnel, will not be allowed to enter Headquarters beyond the lobby unless they are escorted by a full-time employee of the agency.
 - 1. Maintenance personnel having work to perform in non-limited access areas may be escorted to their work sites and left unattended.
 - 2. Maintenance personnel having work to perform in limited access areas must be escorted and accompanied at all times.
- E. Some persons may be barred from agency facilities and will not be allowed to enter, regardless of escort, without the specific authorization of the chief.

1.412.10 Limited Access Areas

- A. The chief may designate limited access areas in order to fulfill the requirements of law, rule, regulation, or to promote operational efficiency.
- B. Limited access areas include, but are not limited to:
 - 1. Communications Center;
 - 2. Records Unit;
 - 3. Logistics Unit;
 - 4. Fiscal Services;
 - 5. Temporary Holding Facility;
 - 6. Security Operations Center;
 - 7. Interview and Interrogation rooms; and
 - 8. Forensic Video Analysis Laboratory.
- C. Personnel will not enter limited access areas to socialize.
- D. Only agency employees assigned to limited access areas are permitted to access those areas or use any equipment, files, etc., without the express permission of employees having authority in, or over, those areas.
- E. No official documents or files of any kind, whether operational, administrative, or CJS related, will be removed from limited access areas without the express permission of employees having authority in, or over, those areas.

1.412.15 Communications Center Security

- A. The Communications Center is designated as a limited access area with no immediate access to the general public. The Communications Center door will remain closed and locked to prevent unauthorized access.
- B. On-duty PCOs are ultimately responsible for controlling and authorizing access to the Communications Center.
- C. Bureau Commanders, Communications Center supervisors, on-duty PCOs, and NCIC logon certified officers actively assigned to Communications duty are granted unrestricted access to the Communications Center.
- D. Other personnel are permitted to be in the Communications Center only when:
 - 1. In the furtherance of agency business or activities that can only be conducted in the Communications facility, they are admitted and escorted by agency employees with unlimited access; or
 - 2. *Bona fide* emergencies exist.

- E. All persons, excepting those with unrestricted access, entering the Communications Center must document their entrance and exit on an access registry.
- F. Records Personnel/Fingerprint Technicians are granted unrestricted access to the Communications Center only when they are actively engaged in the furtherance of agency business as part of their job duties.

1.412.20 Records Unit

- A. The Records Unit is designated as a limited access area. The door to the Records Unit will remain locked at all times to prevent unauthorized access. The Records Unit is not accessible by Headquarters master key. A key separate from Headquarters masters is available to be checked out by authorized personnel.
- B. Bureau commanders, employees assigned to the Records Unit, and PCS personnel are granted unrestricted access to the Records Unit.
- C. PCO personnel are granted restricted access authority to the Records Unit only for the purposes of:
 - 1. Retrieving essential records and documents during non-business hours or other hours when personnel with unlimited access are not reasonably available; or
 - 2. Completing specifically assigned tasks.
- D. Other personnel are permitted to be in the Records Unit only when:
 - 1. In the furtherance of agency business or activities, they are admitted and escorted by agency employees with unlimited access; or
 - 2. *Bona fide* emergencies exist.
- E. All persons, excepting those with unrestricted access, entering the Records Unit must document their entrance and exit on an access registry.
- F. Agency employees needing to obtain printed records and documents from the Records Unit must obtain same only from employees specifically granted unrestricted or restricted access to the Records Unit.

1.412.25 Logistics Unit

- A. The Logistics Unit is designated as a limited access area. The door will always remain locked when the room is not occupied by agency employees assigned to the unit. The Logistics Unit is not accessible by Headquarters master keys.
- B. Personnel permitted to be present in the Logistics Unit are:
 - 1. Employees assigned to the Logistics Unit;
 - 2. Administrative ranked officers granted key access for the purpose of emergency or exigent circumstances requiring the retrieval of property, equipment, or evidence; or
 - 3. Personnel who are escorted by employees assigned to the Logistics Unit.

1.412.30 Fiscal Services

- A. The Fiscal Services Unit is designated as a limited access area during non-business hours. The doors will be locked when not occupied by agency employees assigned to the area.
- B. Personnel permitted to be present in the Fiscal Services Unit during non-business hours are:
 - 1. Employees assigned to the Fiscal Services Unit; or
 - 2. Employees who have been issued keys at the direction of the chief.

1.412.40 Temporary Holding Facility

- A. The temporary holding facility is hereby designated a limited access area.
- B. Personnel permitted to be present in the holding during times detainees are being detained are:

1. Detainees;
 2. Arresting officers;
 3. Attorneys consistent with **2.660.30 Attorney-Detainee Contacts**;
 4. Visitors consistent with **2.660.34 Visitation**; and
 5. Employees actively assisting in detainee processing.
- C. Only essential personnel will enter the holding facility during emergencies.
- D. Employees will not enter the detention cell when it is occupied unless they are:
1. Accompanied by an officer; or
 2. Monitored by Communications via video and audio surveillance systems.
- E. When there are no detainees in the holding facility, it may only be accessed by:
1. Personnel conducting authorized inspections;
 2. Persons participating in authorized agency facility tours;
 3. Persons utilizing agency fingerprinting services;
 4. Employees accessing forms or supplies; or
 5. Janitorial, repair, or maintenance personnel.

1.412.55 Security Operations Center (SOC)

- A. The SOC is designated as a limited access area with no immediate access to the general public. SOC doors will remain closed and locked to prevent unauthorized access.
- B. On-duty SOC personnel are ultimately responsible for controlling and authorizing access to the SOC.
- C. Bureau Commanders, Security Systems Management personnel, on-duty SOC personnel are granted unrestricted access to the SOC.
- D. Other personnel are permitted to be in the SOC only when:
1. In the furtherance of agency business or activities that can only be conducted in the SOC, they are admitted by agency employees with unlimited access; or
 2. *Bona fide* emergencies exist.
- E. All persons, excepting those with unrestricted access, entering the SOC must document their entrance and exit on an access registry.

1.412.60 Interview and Interrogation rooms

- A. The agency's interview and interrogation rooms are hereby designated as limited access areas. These rooms are to be used, with exceptions noted herein, only to facilitate investigations or the questioning or testing of detainees.
- B. Interview and interrogation rooms will not be used to conduct the routine processing of detainees other than persons being processed for traffic related charges.
- C. Personnel permitted to be present in the interview and interrogation rooms during times detainees are being detained are:
1. Detainees;
 2. Arresting officers;
 3. Attorneys consistent with **2.307.26 Attorney-Detainee Contacts**;
 4. Visitors consistent with **2.307.30 Visitation**; and
 5. Employees actively assisting in detainee processing.
- D. Only essential personnel will enter the interview and interrogation rooms during emergencies.
- E. Civilian employees will not enter the interview and interrogation rooms when they are occupied unless they are:
1. Accompanied by an officer; or
 2. Monitored by Communications via video and audio surveillance systems.
- F. When there are no detainees or suspects in the interview and interrogation rooms, it may only be accessed by:

1. Personnel conducting authorized inspections;
2. Persons participating in authorized agency facility tours;
3. Employees accessing forms or supplies; or
4. Janitorial, repair, or maintenance personnel.

1.412.65 Forensic Video Analysis Laboratory

- A. The Forensic Video Analysis Laboratory is designated as a limited access area. The doors will be locked when not occupied by agency employees who have been trained in using the equipment stored within the laboratory..
- B. Personnel permitted to be present in the Forensic Video Analysis Laboratory are:
1. Employees who have been trained in using the equipment stored within the laboratory.
 2. Personnel who are escorted by employees who have been trained in using the equipment stored within the laboratory.