


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date September 16, 2015		Amended Date April 26, 2017		Directive 1.14.1	
Subject Building Security					
Reference			Approved  Chief of Police		
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This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this directive is to protect the safety of all persons in the building and ensure the security of documents, equipment and other materials.

SECTION 2 POLICY

The policy of the department is to promote awareness for the safety and security of all employees and citizens who make use of the public safety building. Department employees shall observe these security procedures when allowing visitors to enter the building, offices, or storage areas of the Police Department facility.

SECTION 3 DEFINITIONS

- A. **Authorized person:** is a person who has undergone a background investigation and been fingerprinted. An authorized person may include police department employees, City of Lancaster employees, service technicians and contractors.
- B. **Visitor:** is a person who is not an authorized person.

SECTION 4 PROCEDURES

A. POLICE DEPARTMENT FACILITIES

- 1. The Police Department facility is divided into two (2) different areas, controlled and non-controlled.
- 2. Non-Controlled Areas
 - a. Non-Controlled areas are the areas accessible by the general public and are outside of the access card accessible areas. These areas include the public lobby, stairwell, and elevator located off the main lobby and includes the upstairs public accessible area.

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3. Controlled Areas

- a. Controlled areas are the areas within the Police Department facility, which require access credentials to gain entry. Access in the controlled areas is restricted to unauthorized person.
- b. The controlled area is divided into two (2) different zones, secured zone and high security zone.
 - i. The secured zone includes all hallways, interview rooms, employee restrooms, break room, secured parking lot, workout facility, locker rooms and work areas not designated as a high security zone.
 - ii. The high security zone includes areas where critical information and infrastructure is located. These areas include the property/evidence storage area, crime lab, records, communication center and the criminal investigation division.
- c. Controlled areas are designed to manage and control:
 - i. work function, effectiveness and efficiency;
 - ii. area security; and
 - iii. accountability
- d. Access to a controlled area is based on the person's need to access and is directly related to the person's job function.

4. Access Identification Badges

- a. The Support Services Division is responsible for approving the issuance of all access identification badges.
- b. Department employees receive an access identification badge when they are hired by the department.
- c. No department employee will loan out their access identification badge to any person at any time.

5. Lost, Damaged or Misplaced Access Identification Badges

- a. Any department employee whose access identification badge has been lost, damaged or misplaced must be reported to the Support Services Division Assistant Chief of Police immediately for deactivation. The department employee will submit a memorandum to the Chief of Police, through the employee's chain of command with a summary of what happened to the badge.

6. Surrender of Access Identification Badges

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- a. Any employee who has been issued an identification badge under this directive shall surrender it upon the employee's employment separation, or when ordered to do so by the Chief of Police.

7. Removal of Access Rights

- a. When an employee's access is no longer authorized (due to change in job function, assignment, or separation), the employee's access privileges are changed accordingly in the access control system.

B. VISITORS

1. Visitor Log

- a. The Records Division will maintain a visitor log for each visitor badge issued.
- b. The visitor log requires the following information:
 - i. the visitor badge identification number;
 - ii. the date and time of the visit;
 - iii. the visitor's name, telephone number, and driver license/identification card number;
 - iv. reason for the visit;
 - v. department employee the visitor is meeting;
 - vi. signature of visitor receiving the visitor badge;
 - vii. name and identification number of the person issuing the visitor badge;
 - viii. date and time of badge returned
- c. The visitor will leave their photo identification with the Records Division when they receive the visitor badge. The visitor's photo identification will be returned upon return of the visitor badge.
- d. All visitors (as defined by this directive) are required to sign in on the Visitor Log.

2. Visitor Badges

- a. All visitor badges will be stored and tracked by the Records Division.
- b. Visitor badges are attached to a brightly colored lanyard, the word VISITOR is prominently imprinted on the badge.

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- c. Visitors are required to wear the brightly colored lanyard and visitor badge around their neck so it is prominently displayed.
- d. All visitor badges will be inventoried at the beginning and end of each day. Any missing badges that are not accounted for are to be reported to the Support Services Assistant Chief of Police immediately.

3. Escort Required

- a. All visitors (as defined by this directive) must be escorted by a department employee for the duration of the time they are in a controlled area of the Police Department facility and are required to enter through the front lobby entrance.
- b. It is the responsibility of every department employee to challenge unescorted persons in a controlled area who are not wearing a visitor badge and to escort them to a non-controlled area.
- c. The secured parking area of the Police Department facility is a secure zone in the controlled area. Department employees are to be aware of other vehicles attempting to drive in behind them. The department employee will direct them out of the secured parking lot and to the public parking lot in front of the facility.

C. VISITING LAW ENFORCEMENT OFFICERS

- 1. Visiting law enforcement officers must display their law enforcement credentials, a visitor badge or be escorted by a department employee at all times while inside the controlled area of the Police Department facility.

D. CITY EMPLOYEES

- 1. Any city employee who is not assigned to the police department shall be considered a visitor, as defined by this directive unless they have undergone a background investigation and been fingerprinted and then they shall be considered an authorized person.
- 2. All city employees who are not considered an authorized person are required to register with the Records Division as a visitor and must be escorted by a department employee for the duration of the time they are in a controlled area of the Police Department facility.

E. SCOPE OF RESPONSIBILITY

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.