



# BUILDING SECURITY FOR THE HEADQUARTERS FACILITY

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### **I. PURPOSE**

The following building security program will be implemented at the headquarters facility at Millersville.

### **II. AREA OF SECURITY**

This directive applies to the Police Department Headquarters Building at Millersville.

### **III. DEFINITIONS**

- A. **Access Card** – Is an identification card bearing the name, photograph, position and ID number (if applicable) of the person to whom the card was issued. Access cards are programmed to electronically open pre-designated entrances to the building. Normally, a civilian or sworn employee's employee identification card serves as his/her access card.
- B. **Entrances** – The following are the entrances to the building:
  - Main Lobby** – Front Entrance
  - Door #1** – Entrance to stairwell in the rear of the building.
  - Door #2** – Entrance to stairwell on the South side of the building.
  - Door #3** – Entrance to 911 center on the South side of the building.
  - ECU Entrances** – Doorway and garage door in the rear of the building leading to ECU.
- C. **Facilities Management Employees** – Are those employees of Facilities and Fleet Management, and of the Department of Public Works, whose assignment involves maintaining the Police Headquarters Building.
- D. **Normal Working Hours** – The hours that the main lobby is open, usually 0700 to 1800 hour, Monday through Friday.
- E. **Police Personnel** – Police Department employees and volunteers (Sworn, Civilian, Reserves, VIPs and other county agency staff assigned to the Police Department).
- F. **Vendor** – Is someone other than a county employee that provides a service to the police department.

- G. **Visitor** – Is someone who is not a member of this police department, an employee or a volunteer (e.g. vendor).
- H. **Visitor Badges** – There are three types of visitor badge:
1. **Green Visitor Badge** – The green visitor badge is issued to, and worn by those visitors who are not restricted to a particular area in the building and who do not require an escort. It is comprised of a green background and is marked conspicuously with the word VISITOR and a unique badge number.
  2. **Yellow Visitor Badge** – The yellow visitor badge is issued to, and worn only by special Investigators/bail bondsmen who come to conduct a criminal history check. It allows unescorted access only to the Criminal History Service Window at Central Records. It is comprised of a yellow background and is marked conspicuously with the word VISITOR and unique badge number.
  3. **Red Visitor Badge** – The red visitor badge is issued to and worn by those visitors who are required to have an escort when in the building. It is comprised of a red background and is marked conspicuously with the word VISITOR and a unique badge number.
- I. **Visitor Logbook** – A ruled logbook used to log visitors in and out of the Headquarters Building and includes spaces for name, date, agency/company (if applicable), visitor badge number, destination and time in/time out.

#### IV. CONTROL MEASURES

##### A. Access & Control

1. Police department personnel with access cards may enter the building through any entrance that their card is authorized for, or through the main lobby during normal working hours. Access cards may also be issued to technicians employed by vendors or to other county employees, if approved, by the Commander of the Technical Support Division.
2. Police personnel without access cards may enter the building through the main lobby during normal working hours after positive identification has been made. A green visitor badge will be issued for the day.
3. Police Officers who have had their police powers suspended and who have been assigned to duties within the headquarters building will be issued a temporary ID card.
4. Access through the ECU entrances is restricted and controlled by ECU personnel, and may not be used to admit visitors or other non-police personnel.
5. Appointments for visitors and vendors should be scheduled for normal working hours.

##### B. Display of Identification

All personnel not in uniform will wear their Police Department identification while in police headquarters. It will be displayed so that it is visible from the front, at all times. If they need an ID clip/holder; or they forgot their ID they will need to enter through the main lobby during normal business hours and see TRS personnel to receive a green visitor badge to display while in the building. It is the responsibility of all Police Headquarters component commanders, supervisors and managers to ensure that this requirement is complied with.

##### C. Visitors

All visitors entering the building must use the front lobby, signing in and out at the TRS desk using the provided logbook.

During Normal Working Hours, it will be the responsibility of TRS personnel to establish proper identification from the visitor, determine the official need for entry, make notification to the person being visited, ensure that all applicable portions of the visitor logbook are properly filled in and issue visitor badges. Visitors will be instructed to wear their Visitor Badge in a visible fashion while in the building and return it to the TRS desk before leaving.

TRS personnel will ensure that the “time out” portion of the logbook is completed. When the TRS office closes, Central Records will take control of visitor access, logbook and badge control.

**1. General Visitors**  
Red Visitor Badge (Escort Required)

The visitor will be given a Red Visitor Badge, and will be escorted from the lobby to the destination by someone from the component being visited. The visitor will also be escorted back to the lobby area when their business is completed. It will be the responsibility of TRS (or Central Records Section if TRS is closed) to contact the component required to provide the escort. The visitor is restricted to the area being visited.

**2. Law Enforcement Officer from Outside Agency**  
Green Visitor Badge (Unrestricted)

When a law enforcement officer from another agency visits Headquarters the person they are visiting should be contacted. After the officer has been properly identified and signed-in the visitor’s logbook, they may be provided with a Green Visitor Badge and directed to where they are visiting, an escort is not required.

**3. Special Investigators/Bail Bondsmen**  
Yellow Visitor Badge (Restricted to Criminal History Window – no escort required)

When a Special Investigator/Bail Bondsman comes for a criminal history check, after they have identified and signed-in, they will be given a Yellow Visitor Badge which allows access to the Criminal History Service Window only. An escort is not required.

**Note:**

Citizens requesting criminal history information will not be allowed to proceed to the Criminal History Service Window. Such citizen requests will be addressed at the Central Records Service Window.

**4. Pre-Approved Attendees at Regularly Scheduled Meetings**  
Green Visitor Badge (No escort required)

Persons who are identified by Police Administration as attendees at regularly scheduled meetings in the Headquarters building may be issued a Green Visitor Badge and allowed to proceed unescorted to the meeting site. A list of the authorized attendees, including all the information normally included in the logbook should be provided in advance to TRS by the manager of the component responsible for scheduling the meeting. This will allow for expeditious check-off entry by attendees. The information from the list should be transcribed into the log as time permits without holding up the attendees.

**5. Facilities Management Personnel**

Facilities Management personnel who have been issued access cards will display their County employees ID card in a visible fashion at all times while in the building. An ID card holder may be provided to them if needed. They will not be required to log in or out of the building.

Facilities Management personnel having legitimate county business in the building but who have not been issued access cards will be logged in as a visitor per section IV C and issued a Green Visitor Badge.

**D. Department Personnel Responsibilities**

1. All personnel entering the building are responsible to ensure they do not allow entrance to anyone they cannot positively identify. Special care must be taken by those entering the building using their electronic access cards to prevent unauthorized persons from following them into the building.

2. All personnel are responsible for ensuring compliance with the display of identification. Non-sworn personnel that observe strangers (that they do not feel comfortable approaching) not wearing an ID badge should find a sworn officer or supervisor and advise them of the situation. Sworn officers who observe (or are advised by

non-sworn personnel of) someone not wearing an ID badge will make inquiries into the person's identity and authorization to be in the building and ensure compliance.

3. If any department personnel should observe an unescorted visitor wearing a Red Visitor Badge in violation of Section IV C (1), they should escort them to their destination.

4. All personnel are responsible for reporting any malfunctioning exterior phone or door to the Commander of the *Information & Property* Section.

5. Exterior access doors will be closed at all times. It is the responsibility of each authorized person entering through these doors to ensure that the door securely closes behind them. The doors located at the side and rear of headquarters will be equipped with intercoms, which ring into the Communications and Quartermaster respectfully. Surveillance equipment will monitor both locations.

6. Only police personnel may enter through the exterior doors located at the side and rear of headquarters. All other individuals will be directed to the main lobby during normal working hours. During "non-normal working hours", Communications Section personnel must screen individual requests made via the intercoms to determine the appropriate action/direction to advise the requesting individual to take or the immediate service the department should render.

7. Smoking will continue to be permitted outside of the building; however, doors will not be propped-open so as to render locking systems inoperative.

**E. Animals**

Visitors will not be permitted to bring pets or other animals into the Headquarters building. Legitimate service dogs such as guide dogs for the visually impaired are exempt.

**F. Deliveries**

Unless other arrangements have been made, deliveries for the Headquarters building will be made to the Property Management building located in the rear parking lot.

**V. PROPONENT UNIT:** *Administrative* Services Bureau.

**VI. CANCELLATION:** This directive cancels Index Code 208, dated 11-05-01.