WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Physical Plant/Building Management		Policy # 5.1.5
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.5 PHYSICAL PLANT/BUILDING MANAGEMENT

A. POLICY

Building management and care of the department's facilities is an integral part of efficient operations. Each officer shares in the responsibility to the degree they would care for their own home. With this in mind, members of the department will guard against abuse, negligent use, and waste of resources provided by the department.

B. PURPOSE

This policy is designed to outline procedures for managing the police building. Members recognize the importance of internal building security, proper operation of equipment provided within the building, and the need to have cost-effective controls to maximize budgeting constraints. Every member of the department must make a conscious effort to adhere to this policy so that a pleasant and positive work environment exists herein. Further, every member of the department is charged with the responsibility to challenge all persons in the police building they do not recognize who are unescorted, to ensure a more secure atmosphere.

C. BUILDING SECURITY

1. Each officer is issued a code number which allow access to the external doors of the police wing only and door to the Evidence placement room.

2. Patrol Unit Sgt/Cpl will also be issued the codes to the Sergeant's room and the Traffic Safety Unit room.

3. Special Unit Officers will also be issued the codes to their special rooms.

4. Detectives only will also have the access code to the Detective Unit.

5. Only full-time employees (both civilian and sworn) will be issued access codes to the external doors in the police wing.

6. Only those authorized by the Chief of Police will be issued code numbers above the level listed in paragraph 1 of this section.

7. The Dispatch Center contains the master control panel for access to all exterior doors in both police and administration wings of the building. Therefore, it is the responsibility of the on-duty dispatcher to insure that no unauthorized persons enter the building.

8. Upon receiving a request to enter the building:

   a. Request the person to identify him/herself.
   b. Permit entry and mark log, if authorized.

9. If unknown or without proper identification or authorization, refuse entry and notify patrol to check the location.

10. External doors, with the exception of the main lobby (public entrance) are the type that automatically locks when closed. These doors will not be altered to default this function. No door will be propped open to circumvent the locking feature.

11. It will be the responsibility of the shift supervisor to make sure these doors are locked after use.

12. No one will be admitted to the police wing unless:

    a. Employed in the Police Department.
    b. Authorized by the Chief of Police.
    c. Accompanied by an officer upon entering and exiting.

13. Emergency Exits have been conspicuously posted and all employees are to become familiar with them.

D. USE OF OFFICES

1. Patrol Room - is the primary work area for uniformed personnel. All members will maintain this area by policing after themselves, i.e. dispose of their own trash and take responsible steps to keep the area clean after use.

   a. This area is for police personnel. Sensitive or confidential information may be available here. No civilians will be allowed access to this area unless authorized.

2. Sergeant's Office - is generally restricted to sergeants or corporals use.

3. Traffic Safety Room - is generally restricted to use by those officers assigned to this special unit.

4. Roll Call Room - is to be used by all oncoming platoon supervisors to conduct roll call (see roll call policy).

5. Kitchen - is provided for the convenience of the officers. All food and beverages should be prepared and/or consumed in this area and in no other area of the patrol section. Officers using the facility shall clean up after themselves.

6. Locker Room - is for department personnel only. Exercise equipment is strictly for authorized personnel. Bathroom facilities in this area are for department members only.

7. Detective Division - is divided into two units, Adult and Juvenile. This section also contains a conference room and two interview rooms for use by both units. Each unit has a separate file room. This area is restricted to police personnel due to the sensitive and/or confidential information available. Civilians will not be permitted access to this area unless authorized or on police business. At no time will a civilian be permitted in this area without a detective being present.

8. Prisoner/Processing Area - is primarily for the stated use. No civilians will be permitted in this area at any time. The custody, detention, transportation policy will be followed at all times.

9. Police Administration Offices - is restricted to all personnel except to perform a police function, and then only by invitation or upon request.

10. File Room - is to be kept secure at all times. Records will not be removed form this area without proper authorization. No person will access a file without permission.

11. Communications Room - is restricted to all personnel except to perform a police function. At no time will a civilian be permitted in this area without authorization. Due to the possibility of distractions to the dispatcher, no more than two persons are to be in this area at any time.

12. Reception/Waiting Room - is restricted to its stated use. Members of the department should not congregate in this area.

13. Complaint Room - is restricted to its stated use. At no time will complaints be handled in the reception area.

14. E.R.U. - All department weapons and other offensive equipment will be kept in this room. Only approved personnel will be authorized to have access to this room. This room is to be kept locked at all times.

15. Evidence - This room consists of three separate areas:

    a. Evidence Collecting Room - all officers have access to this area and are to place all incoming evidence in this room.
    b. Processing Room - to be used to test for further evidence from items placed in evidence collecting room.
    c. Evidence Storage Room - this room is restricted to the evidence custodian,

the Deputy Chief and the Chief of Police. No one else is permitted access to this area. Only the evidence custodian is permitted to deposit/remove evidence to/from this area and then only following all department procedures associated with the chain of evidence.

16. Training Complex -This area consists of three separate rooms:

    a. Training Room - all in-service training, department meetings, etc. will be held here.
    b. Storage Room - restricted to authorized personnel only.
    c. Library - this room is generally accessible to all department personnel for study/research. However, it has an additional function to serve as a special operations room. During this time it will be restricted to authorized personnel only and kept locked at all times.

E. USE OF OFFICE EQUIPMENT

1. All office equipment is here to make the officer's job as manageable as possible. Department members are expected to exercise care when using this equipment. Officers should treat the equipment as if they purchased it with their own money.

2. All desks not your own shall be considered restricted, including information/files on top of desks.

3. All other file/storage cabinets outside of the records room are restricted by invitation of the person responsible for same. No files should be left on the desk tops or accessible to non-department personnel at anytime.

4. Electric typewriters should always be turned off when not in use or during long pause periods. Officers will be trained in proper use and care of this equipment. No piece of equipment should be used without proper instructions.

5. Computer Equipment - the department computer equipment is here for use by all personnel, and is restricted as indicated.

6. Members will always use their code and password. Use of someone else's coded password is strictly prohibited.

7. Members are permitted access limited only by those levels of security to which they were authorized.

8. Use of electronic information is controlled as if the information were in written document form. If you are not authorized access to certain documents, e.g., personnel records, you conversely are not authorized electronic access.

9. Members will be trained in the proper application of the computer system for which they are authorized.

10. Any form of computer hacking (circumventing the security system to gain unauthorized access) is strictly prohibited.

F. PARKING

1. Personal Vehicles - all police department employees, uniformed and civilian will park in the police employee's lot, only. The first three spaces on the east side are reserved for administrative staff; the fourth is reserved for the dispatcher. All others are on a first come basis.

2. Police Vehicles - All vehicles will park against the rear of the building in the following order. Assigned spaces are in an east to west direction.

   a. Unmarked Vehicles

      i. Space 1 - Chief
      ii. Space 2 – Deputy Chief
      iii. Spaces 3,4,5 - Detective Unit

   b. Marked Vehicles

      i. Space 6 - Sergeant
      ii. Spaces 7,8,9,10,11,12 - Remaining Units

3. The space in front of the rear police entrance is to be kept open at all times, except when loading/unloading prisoners.

4. There is to be no double parking or parking in front of the garage. The driveway is one-way and signs are posted and will be followed by all personnel.

5. Vehicles requiring maintenance will be parked in their normal spaces until mechanics need them.

6. All police vehicles will be locked when parked. They will not be left unattended with the motor running.

7. No unauthorized vehicles will be permitted in the rear lot. Outside police department vehicles are excluded if on a specific mission, i.e., pick up prisoner/special operation or training session.

8. Parking spaces in front of the building are reserved for visitors, both civilian and other police departments.