

COLCHESTER POLICE DEPARTMENT

SUBJECT: Building Access Control Policy	
EFFECTIVE DATE: March 1, 2016	NUMBER: GENERAL ORDER # 38
REFERENCE:	SPECIAL INSTRUCTIONS:
REEVALUATION DATE: ANNUAL	APPROVED: <i>J. Morrison #190</i> NO. PAGES: 4

POLICY: The purpose of this policy is to establish standards to maintain building security that complies with required regulations, and promote a safe environment for employees and non-employees who enter any restricted areas at the Colchester Police Department (CPD).

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I. DEFINITIONS:

- A. **Access Control System** - The Access Control System for CPD facility consists of standard key/locks and electronic keys/lock systems.
- B. **Access Control Manager** - The Access Control Manager is an employee designated by the Chief of Police to be responsible for all facets of the access control system.
- C. **Employee** - An Employee is a person who is employed by CPD.
- D. **Authorized Vendors** - An Authorized Vendor is a person who has been allowed unescorted access to restricted areas of the CPD facility. The entry of this person has been determined a necessity in order for the vendor to perform contracted work.
- E. **Unauthorized Vendors** - An Unauthorized Vendor is a person who has been allowed escorted access to restricted areas of the CPD facility. The entry of this person has been determined a necessity in order for the vendor to perform contracted work.
- F. **Guest** - A Guest is a visitor to the CPD facility who is not an authorized vendor, unauthorized vendor, prisoner or suspect.

- G. **Prisoners/Suspect** - A Prisoner or Suspect is a person who is in the custody, detention or control of a Colchester Police officer or other law enforcement official.
- H. **Restricted Area** - A Restricted Area is a location within the CPD facility where NLETS or VLETS information can be made visible (electronically or printed). Additionally, **all areas other than those listed in section II (J) on page 3 are considered restricted areas.**
- I. **Unrestricted** - An Unrestricted Area is a location within the CPD where NLETS or VLETS information cannot be made visible. Unrestricted areas are described in section II (J) on page 3.
- J. **Access Control Device or Proximity Device (PCD)** - An Access Control Device or Proximity Control Device is a key or PCD that has been programmed and stores credentials to allow access to authorized electronic locking systems. A PCD can be issued in many different forms to include tokens, cards, etc. and can include a PIN.
- K. **Escort** - An Escort is an employee of CPD who accompanies another person within restricted areas of the CPD facility.

II. PROCEDURES:

- A. It is the policy of CPD to regulate areas of the facility with individual job responsibilities and organizational business and security interest. All employees are responsible for the security and proper access to all police department facilities. All employees have access to restricted areas of CPD, therefore a fingerprint supported criminal background check completed per FBI and CJIS requirements is mandatory.
- B. Authorized vendors are not permitted access to restricted areas that are outside the scope of their contracted work duties.
- C. A completed and approved fingerprint supported criminal background check per FBI CJIS requirements is mandatory for authorized vendors.
- D. A fingerprint supported criminal background check per FBI CJIS requirements is not mandatory for unauthorized vendors. Unauthorized Vendors must be escorted in restricted areas. Such escorted access will be limited to those areas necessary to perform contracted work.
- E. Guests must be escorted at all times while in restricted areas.
- F. Prisoners and suspects must be escorted at all times by a Colchester Police Officer or other law enforcement officer while in restricted areas. Prisoners are not to be signed into the Colchester Police Access Log. (Juvenile Detention Log Entry is required for all juveniles).
- G. Locking systems for the CPD facility consist of standard keys/locks,

and electronic locks and proximity key systems. All employees are responsible for the security of the CPD facility. The Chief of Police shall designate an employee to be the Access Control Manager.

- J. All areas of the Colchester Police Facility shall be considered restricted areas with the exception of the following:
- Main Lobby and hallways outside of the locked doors.
 - Small interview room located off the main lobby.
 - Community/Training room located off the main lobby.
 - Men's and Women's bathrooms, located off the main lobby.
 - Hallway, exercise room, and dry cleaning room located on the lower level, east side of the facility. This area is accessed by individuals who have been given specific permission, and provided a PIN code for the exterior door to allow access. There is no access into the Restricted Area without proper credentials from this hallway.
- K. Employees and Authorized vendors shall use their assigned PCD or PIN to open doors that are electronically controlled as part of the Access Control System. Use of PCD or PINs creates an electronic log entry into the Access Control System.

III. ACCESS TO THE COLCHESTER POLICE DEPARTMENT:

- A. All department issued keys or PCDs shall not be shared, loaned or otherwise transfer to any other person. Standard or proximity keys will be issued individually as needed.
- B. A lost, stolen or compromised key or PCD to the CPD facility will be promptly reported to the Access Control Manager.
- C. Employee keys or PCD will be issued to access specifically authorized areas of Colchester Police facility. Access to all restricted areas is electronically logged for security and reporting purposes.
- D. All entrances/exits to restricted areas of CPD facility are to remain closed and locked (not propped open) when not in direct use or when not visually monitored by an employee.

IV. EMPLOYEE IDENTIFICATION:

- A. All employees of CPD will be issued an official department identification document (ID).
- B. Department issued IDs, relative to sworn employees, constitute a symbol of authority. Therefore, non-sworn employee IDs will be marked as such to clearly differentiate from the IDs of sworn employees.

- C. Department issued IDs for sworn personnel should be carried at all times unless the officer is in full police uniform.
- D. In the event that a department ID is lost or stolen, it is the employee's responsibility to notify their immediate supervisor as soon as possible. Because police IDs of sworn officers are a symbol of authority, an incident shall be created within the CAD/RMS system for lost/stolen sworn ID and they shall be entered into NCIC.

V. ACCESS CONTROL:

- A. All persons, except CPD employees or authorized vendors issued a PCD, must be authenticated before allowing escorted access to the secure areas of the facility.
- B. Standard photographic identification (state issued driver's license, passport, etc.) shall be provided by the individual as part of the CPD authentication process, unless the person is personally known to the employee permitting access.
- C. All persons who enter the facility who need to be escorted shall be issued a CPD identification that is clearly marked as to indicate that the individual needs to be escorted.

- VI. ENFORCEMENT:** Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment pursuant to CPD's rules and regulations.

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