

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 10/06/2015	Supersedes Policy Dated: 05/31/2014	Rescinds:	SOG Number: 304.7
Accreditation Index:			
Part Title: Support Services		Chapter Title: Facilities and Equipment	
Chief of Police:			

Police Facilities Security and Key Control

I Policy

It is the policy of the Springfield Police Department to provide a safe environment for employees, visitors, and other persons having business within Police Headquarters and the South District Station by restricting the unauthorized introduction of weapons into these facilities, and to maintain a centralized key control system to permit emergency access to all areas of the building consistent with organizational security interests.

II Definitions

Visitor Pass – a card issued by Records Personnel, worn on a neck lanyard, that identifies the wearer and indicates whether the wearer must be escorted by a Department employee.

Metal Detector – a stationary device that people walk through for the purpose of determining the presence of metallic objects.

Hand Wand – a portable, hand-held device used to pinpoint the location of metallic objects on a person.

Secure Area – any area within a Police facility that is not accessible except to Police Department employees, certain City employees, or authorized contract workers.

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III Procedure

1 KEY CONTROL

- 1.1 The Support Operations Section Commander shall be responsible for the key control system and shall insure that access to keys in the system is accomplished within the scope of this policy.



- 1.2.1 The centralized key control system shall contain a key for each keyed office or room within headquarters, except for the Property and Evidence Room and the Support Operations Section Commander's office.
- 1.2.2 Access to the system shall be through authorization of the Investigations and Support Services Bureau Commander, Support Operations Section Commander, or a Lieutenant or above.
- 1.2.3 The cabinet housing the keys shall be locked.
 - 1.2.3(a) The Support Operations Section Commander shall have access to the key for this cabinet.
- 1.2.4 A record shall be maintained on the employee's electronic file of issued equipment by the Support Operations Section Commander documenting who has been issued a key.
 - 1.2.4(a) The key will remain on the employee's file until the employee returns the key to the Support Operations Section Commander.
 - 1.2.4(b) Employees will be responsible for the assigned key and will return it directly to the Support Operations Section Commander.

- 1.3 Access to the following offices shall be granted only on an emergency basis and will require prior approval of the Chief of Police, the ISSB Commander or the UOB Commander.

- 1.3.1 Chief's Office
- 1.3.2 Criminal Investigations Persons Section Offices
- 1.3.3 Criminal Investigations Property Section Offices
- 1.3.4 Crime Analysis
- 1.3.5 Internal Affairs
- 1.3.6 SRT Storage Room

- 1.4 The ISSB Commander has the sole authority to authorize the duplication of keys or changing of locks within any facility operated or controlled by the Springfield

1 Section 1.2 marked for redaction, per Policy Change Order 15-061.

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Police Department, to include all substations, training facilities, storage facilities, etc.

1.4.1 No key or lock shall be changed, duplicated, or transferred without the express, written authorization of the Investigations and Support Services Bureau Commander.

1.4.1(a) Written authorization shall be in the form of an e-mail, in which case the e-mail shall be saved to an electronic folder or printed and saved to a hard-copy file system by the ISSB Commander or their designee.

1.4.1(b) The authorization shall be forwarded to the city locksmith by the Investigations and Support Services Bureau Commander only.

1.5 The Chief of Police, ISSB Commander, and UOB Commander will be issued Primus Master keys for Police Headquarters and the South District Station.

2 FACILITY SECURITY

2.1 The Investigations and Support Services Bureau Commander is responsible for maintaining Police Headquarters and South District Station building security.

2.2 Any person who is not an authorized City employee, except uniformed law enforcement or members of an employee's immediate family, entering the secure areas of Police Headquarters or the South District Station shall be issued, and required to wear, a visitor pass.

2.2.1 All criminal suspects shall be escorted by a sworn member of this Department when within the secure areas.

2.2.2 Witnesses shall be escorted by a member of this Department when within the secure areas.

2.2.3 Known vendors may enter without escort at the discretion of Front Desk personnel.

2.3 All persons requiring an escort to enter the secure portion of Police Headquarters or the South District Station, except uniformed law enforcement or members of an employee's immediate family, may be required by the escort employee to pass through the metal detector located in the lobby of that facility.

2.3.1 If the metal detector does not signal the presence of metallic objects, and there are no other indications of either metallic or non-metallic weapons, then the person may be escorted into the secure area of that facility.

2.3.2 If the metal detector signals the presence of metallic objects, the subject shall empty their pockets, placing the contents upon the counter space provided, and pass through the metal detector again. This process shall be repeated until the metal detector does not signal

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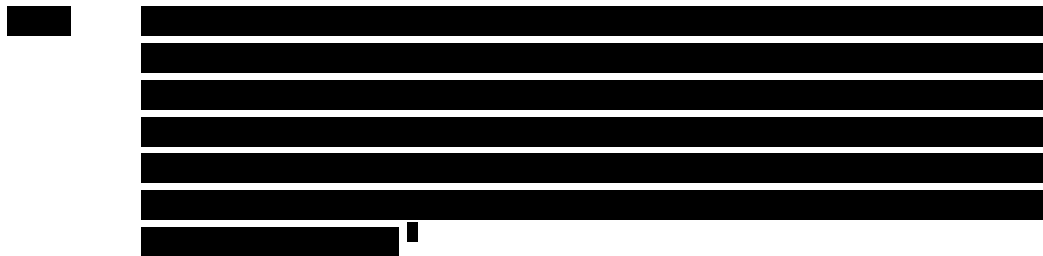
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the presence of metallic objects, and there are no other indications of metallic or non-metallic weapons.

2.3.2(a) If a subject is unable to pass through the metal detector without signaling the presence of metallic objects, a hand wand shall be used to pinpoint the cause of the alarm.

2.3.2(b) If it becomes necessary to manually search a person to determine the cause of the metal detector alarm, those procedures shall apply as provided for elsewhere in Department policy.

2.3.3 No person requiring an escort shall be admitted until the escort employee is satisfied that the person is unarmed.



2.4 All purses, briefcases, and other containers brought into the secure area of Police Headquarters or the South District Station by persons requiring an escort shall be screened by the escort employee prior to admission to eliminate the unauthorized introduction of weapons into that facility.

2.4.1 Containers may be passed through the metal detector, or the person may consent to a manual search of the container, or the container may be returned to the visitor's vehicle prior to admission.

2.4.1(a) In no case shall personal containers be stored at the Front Desk of either facility.

2.4.2 Containers must satisfactorily pass the screening process prior to being allowed into a secure area.

IV Attachments

2 Section 2.3.4 marked for redaction, per Policy Change Order 15-061.