

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

**BUILDING SECURITY
EFFECTIVE 01/20/96**

13.200

REVISED 01/12/10

13.201 PURPOSE

The purpose of this order is to provide controlled access to the interior of the police building and provide employee safety. The order will provide a means for the issuance of security passes to any non-uniform personnel that will require access into the internal structure of the police building.

13.202 PROCEDURES

- A. All sworn Tyler Police Department employees (not in uniform) are required to wear either their issued Identification Cards or the Officer ID Pass as a means of identification. The identifier will be worn attached to the clothing not lower than the waist.
- B. All non-sworn Tyler Police Department employees are required to wear their issued Identification Cards as a means of identification. The card will be worn attached to the clothing not lower than the waist.
- C. Uniformed Criminal Justice personnel (TPD or any agency) will not be required to wear their identification card or be issued an identification pass.

Criminal Justice personnel other than TPD not in uniform will be required to wear a pass. They may wear their own I.D. Card if it can be displayed.

- D. Children and tour groups will not require a pass if escorted by TPD personnel.
- E. All other persons requiring entrance into the internal structure (beyond the lobby double door) are required to stop at the Customer Service Desk during business hours, sign the log book (form A-035), and receive an appropriate pass. The pass will be worn attached to the clothing not lower than the waist.
 - 1. The Customer Service personnel will have the visitor complete the logbook and contact the person the visitor is to see. The person the visitor is to see will come to the lobby, verify the log information, issue the appropriate pass that is stored in the Customer Service desk, log the pass number, and escort the individual while in the building.
 - 2. The escorting person will be responsible for remaining with the visitor throughout their time in the building. The escorting person will also be responsible for the return to the lobby of the individual, retrieval and turning in the visitor's pass to the Customer Service personnel, and logging the time out in the logbook.
 - 3. The Data Management Supervisor, on a daily basis, will pull and store the previous day log sheets. The Data Management Supervisor will conduct a daily audit to determine if any passes are missing. A notation of missing passes is to be logged and a memo directed to the Property Services Coordinator whenever a pass is missing indicating when the pass was issued, to whom, and the employee responsible.
 - 4. City of Tyler Personnel who are in possession of their assigned ID card will wear their ID card and will not normally receive a pass (i.e., City Hall personnel, garage personnel, air conditioning repair, etc.).

13.203 PASS IDENTIFICATION

A. The following passes will be in effect:

1. City of Tyler I.D. CARD:

A permanently issued ID Card containing the individual's name and photograph.

2. Officer ID Pass

A permanent ID pass issued to all sworn personnel containing a gold badge, with the wording "**Officer, Tyler Police Department**", including wearers name, rank, and division assignment.

3. VISITOR PASS:

A pass identified by the City of Tyler "T Rose", with the word **VISITOR** in red and a control number on the front.

This pass will be provided to an individual who will be in the building for a limited period of time. Requires sign in and out, escort, and retrieval of the pass upon exit. Control numbers assigned to these passes are 001-199.

4. CRIMINAL JUSTICE PASS:

A pass identified by the Tyler TPD Badge, with the wording **CRIMINAL JUSTICE** in Purple and a control number on the back.

This pass will be provided to an individual who is in criminal justice, not in uniform, and who will be in the building for a limited period of time (i.e., FBI, ATF, JP, DA/Staff, probation, etc.). Requires sign in and out, escort, and retrieval of the pass upon exit. Control numbers assigned to these passes are 200-399.

5. SERVICE PASS:

A pass identified by the City of Tyler "T Rose", with the word **SERVICE** in green and a control number on the front.

This pass will be provided to an individual who will be in the building for a limited period of time to service/repair (i.e., deliveries, electrical repair, telephone service, etc.). Requires sign in and out, escort, and retrieval of the pass upon exit. Routine service persons may be issued permanent passes that will have the person's name and business name on the pass. Those service persons issued permanent passes will not require continual escort. Control numbers assigned to these passes are 400-599.

The person calling for a Service/Repair vendor will tell the vendor to sign in and out in the Police Lobby. The person requesting the vendor is responsible for providing the escort into the building or onto the Police Department premises.

6. TEMP PASS:

A pass identified by the City of Tyler "T Rose", with the word **TEMP** in blue and a control number on the front. The pass will be provided to an individual who will be in the building

completing police department functions and who has not received an ID card (i.e., volunteer, intern, etc.). Control numbers assigned to these passes are 800-999.

7. NEW EMPLOYEES:

Those employees that have yet to receive the City of Tyler Identification card will receive a **TEMP** pass for use until the City Identification card is issued. The supervisor of the new employee will be required to obtain the pass from the Customer Service personnel and insure the return of the pass.

8. Intern:

Career Development is responsible for these badges.

9. Citizen Police Academy: Career Development is responsible for these badges. All members of a class or past members of a class should wear these badges while in the building.

13.204 PROXIMITY ENTRY PASS CARDS

All personnel will be issued a proximity entry pass card for access to authorized doorways. This pass card will remain the property of the Tyler Police Department and will be returned at the termination of employment with the City along with all other City property. Personnel will refrain from using the pass card in attempting to access an unauthorized area.

13.205 DOOR KEYS

- A. GRAND MASTER – Chief, Assistant Chiefs, Lieutenants and Police Services Coordinator are authorized to use a “Grand Master” key.
- B. MASTER – Sergeants/Civilian Supervisors are authorized to use a “Master” key.
- C. No employee may possess a key other than what has been authorized. Any exception must be approved by the Chief of Police.
- D. Copying of any departmental key without authorization is prohibited. Approval by a Division Commander is required prior to reproducing any key. Upon approval, the Police Services Coordinator will have the key made.
- E. No door or lock will be modified without written authorization of the Division Commander or the Chief of Police.
- F. The Police Services Coordinator will maintain a listing of each employee and each key that has been issued to that employee.

13.206 METAL DETECTION SECURITY SYSTEMS

- A. The Police Services Coordinator will check the calibration and inspect the metal detector security system in accordance with manufacturer recommendations to ensure proper operation. The coordinator will maintain a log detailing the calibration check and inspection.
- B. Persons considered to be suspects that are escorted into the interior of the main police facility are to

be screened through the metal detection security system or physically checked for weapons. Persons other than suspects may be required to pass through the metal detection device. The decision to require a person other than a suspect to pass through the metal detection device will be based upon the escorting personnel's observations and/or knowledge of the person entering the police facility. Other agency law enforcement personnel, departmental personnel, family members or other known associates are not required to pass through the detector.

- C. The person will be required to place personal items in receptacles provided at the metal detector. Escorting personnel will visually inspect the items to ensure that no dangerous weapons are present. Knives or other potential weapons will be held by the escorting person until the person leaves the interior of the building. Items such as purses, bags, briefcases, or packages that are carried by persons will be examined to determine no weapons are present. The inspections will be as non-intrusive as possible.
- D. The person will be asked to walk at a normal pace through the detection device, with the hands to the side and not in the pockets. Should the device alarm, the escorting personnel will resolve the alarm by checking the person physically or using the hand-held metal detection device to locate the cause of the alarm. Many shoes have a metallic arch supports that may cause the device to alarm. The shoes may need to be visually inspected to determine no weapon is present. Once satisfied that no weapons are present, the person will then be allowed to take possession of the belongings.
- E. Persons with medical devices such as pacemakers will not be permitted to enter the metal detection device. Handicapped persons or those with pacemakers or other medical devices will be physically patted down to check for weapons.
- F. A person may request a physical pat down of the outer clothing and personal belongings instead of passing through the metal detector.

13.207 DISTURBANCES IN THE LOBBY

- A. Any personnel that observe a hazardous situation in the lobby should follow the procedures below:
 - 1. Call Dispatch and give detailed information of the situation in the lobby (such as Disturbance in the lobby, Subject in the lobby with a gun, knife, club, etc.)
 - 2. After informing Dispatch, immediately pick up the telephone and dial the intercom and announce the situation in the lobby using the same wordage.
- B. If a person or persons walk in the lobby with a firearm, the following procedures should be followed:
 - 1. Get out of the Customer Service or Lobby area immediately and go into the Processing area or other safer location.
 - 2. Call Dispatch and give detailed information of the situation in the lobby (such as Disturbance in the lobby, Subject in the lobby with a handgun, rifle, etc.)
 - 3. After informing Dispatch, immediately pick up the telephone and dial the intercom and announce the situation in the lobby using the same wordage
- C. The door between customer service and the lobby conference room should remain locked at all times

Approved: 01/12/10

Angie Swindle