



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: STATION AND PERSONNEL SECURITY	GENERAL ORDER NUMBER: 907
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this standard operating procedure is to establish guidelines, and delineate the responsibilities for the administration of station security for employees of the Columbia Heights Police Department. These procedures apply to all employees of the Columbia Heights Police Department.

907:1 Display of Identification Card or Badge

907:11 Employees of Columbia Heights Police Department

All employees of the Columbia Heights Police Department are required to have in possession their personal Department-issued identification card or badge while at the station.

907:12 City Employees Visiting the Police Department

When visiting the police facility, all employees of the City of Columbia Heights shall prominently display their personal City-issued identification card.

907:121

If the visiting City employee does not have a personal identification card, they are required to display a Columbia Heights Police Department visitor badge.

907:13 Visitors, Vendors, and Outside Maintenance Personnel

The following procedures apply to all visitors whether City employees, relatives or spouses, the general public, or employees of other agencies:

- All unescorted visitors, vendors, and outside maintenance personnel who request admittance to the secure area of the police facility shall state their name and business at the front desk; and
- The front desk employee shall have the visitor sign in, issue a visitor badge, and contact the proper employee who shall then meet the visitor at the security door and personally escort the visitor to the desired location inside the secure area of the police facility.

907:14 Exceptions

Exceptions to section 907:11 of this General Order include:

- Police officers and community service officers when in full uniform dress;
- Members of the general public on an escorted tour of the police facility;
- Open houses, or Department ceremonies; and
- Members of other law enforcement agencies must prominently display their agency badge while in the secure area of the police department.

907:2 Electronic Key Cards

All employees of the Columbia Heights Police Department and other assigned City personnel shall be issued electronic key cards that will allow the employee access to those areas of the police facility for which they have been approved.

907:3 Jail Security

All suspects being held in the holding facility shall be released either through the door at the side end of the cellblock, or escorted to the lobby. At no time and under no conditions will a suspect, while in custody or being held in the holding facility, be brought into the secure area of the police facility. All interviews of in-custody suspects at the Columbia Heights Police Department shall take place inside the holding facility or designated interview rooms.

907:4 Responsibility

It is the responsibility of all Columbia Heights Police Department employees to see that the procedures in this directive are followed to ensure the security of the police facility and the safety of the employees is not compromised.

907:5 Personnel Security

907:51 Fingerprint Checks re: Access to FBI CJIS Systems

To verify identification, state of residency and national fingerprint based checks shall be conducted within 30 days of initial employment or assignment for all personnel who have authorized access to FBI CJIS systems and those who have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS systems.

907:52 Fingerprint Checks re: Access to Computer Terminal Areas

Support personnel, contractors, and custodial workers who access computer terminal areas shall be subject to a state of residency and national fingerprint-based record check, unless these individuals are escorted by authorized personnel at all times.

907:53 Maintaining Copies of Fingerprints

The CHPD will maintain copies of fingerprints for all agency personnel.

907:54 Logins and Passwords

All employees with access to the city's network and/or to the CJDN will have individually assigned logins and passwords.

BY ORDER OF:

Scott Nadeau, Chief of Police