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## SUPPORT SERVICES

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### BUILDING SECURITY

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**Purpose:** This directive establishes policy for security for the North Little Rock police buildings located at 2525 Main St. (Administration), 116 W. Pershing (Investigations Annex), and 200 W. Pershing (Police Headquarters).

**Policy Statement:** It is the policy of the North Little Rock Police Department to maintain a secure environment for all NLRPD facilities.

**Summary of Changes:**

**Definitions:**

**Secure Areas:** Those areas where the general public is not allowed free access.

**Non-Customer Areas:** Those areas where the general public is not normally allowed.

**Procedure:**

**1 General Provisions**

- 1.1 The Police Department has a key card system for member access at the doors of the Administration building, Investigations Annex, and Headquarters.
- 1.2 Within each of the listed buildings, there are secure areas. Access to these areas by the general public is limited to those persons who have a legitimate need to be in those areas.
  - 1.2.1 The general public will not be allowed access to secure areas unless escorted by an employee. Visitors will be met by the employee they are visiting at the access point to the secure area. Visitors will sign an entry log and be issued a visitor ID card. The employee escort will insure that the visitor signs out and turns in the visitor ID upon leaving. Service personnel who have company issued ID may use the company ID in lieu of a visitor ID.
  - 1.2.2 While in secure areas, employees not in uniform will wear his/her ID cards in plain view.
  - 1.2.3 Visitors in secure areas will wear a visitor ID in plain view.
- 1.3 Each of the listed buildings also has non-customer areas. The following protocol will be followed for non-customer areas:
  - 1.3.1 The general public will not be allowed in non-customer areas.
  - 1.3.2 Exceptions are made for service personnel, city employees having a need to be in the area, or authorized tours escorted by an employee.
  - 1.3.3 Visitors will be required to sign in, receive a visitor ID, the sign out and return the ID upon departure.
  - 1.3.4 Tour groups may be signed in by the employee escort, who will list the group name and number of persons in the group.
  - 1.3.5 Crime victims, witnesses, and suspects will be escorted at all times.
- 1.4 Completed visitor log sheets will be forwarded to the Support Services Division for filing.
- 1.5 It will be the responsibility of the Support Services Division to maintain the logs for six months after receipt, and then destroy them.

**2 Security**

- 2.1 Members are responsible for properly securing his/her ID and key cards. ID and key cards will not be left in plain view in vehicles.
- 2.2 Lost or stolen ID or key cards will be immediately reported to the member's supervisor and the Support Services Division so the key card may be deactivated.
- 2.3 When a change in job assignment occurs, a change in authorized key access is necessary. The member's new supervisor is responsible for notifying Support Services to have the member's access authority modified.
- 2.4 Members will not loan his/her key cards to other members. The key cards log the member's ID as well as the date, time, and door unlocked each time they are used. Unless reported lost or stolen, all transactions on a member's key card will be assumed to be the card owner's transactions.
- 2.5 Key card access doors have a prop alarm. If the door remains open longer than a pre-programmed time, an alarm will be sent to the alarm company. Doors should not be left open longer than is required for entry/exit.

### **3 Restricted Areas by Building**

#### **3.1 Administration:**

- 3.1.1 Secure areas of the Administration Building all offices behind the glass divider in the lobby of the building.
- 3.1.2 Non-customer areas include the vault, fire exit, Chief's kitchen, break room, and all service and air conditioning buildings and rooms. (access cards not required in these areas).
- 3.1.3 The west-facing door is the only key card access controlled point for this building.

#### **3.2 Investigations Annex:**

- 3.2.1 Secure areas of the Investigations Annex are beyond the secure door to the detectives' work area.
- 3.2.2 Non-customer areas are the ACIC equipment room and supply room.
- 3.2.3 Access control points are the east-facing employee entrance and the area beyond the door at the information desk.

#### **3.3 Headquarters:**

- 3.3.1 Secure areas for Headquarters are the areas beyond the security door at the Front Desk.
- 3.3.2 Non-customer areas the entire lower level of the building, Support Services offices, the BAC room, Property/Evidence rooms, courts holding cell area, and the area to the left of room 5.
- 3.3.3 Access control points are the south-facing member entrance, after hours property room, Support Services main entrance, and the Front Desk entrance.

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