

Unit Order 07 - Station Security

PURPOSE:

The purpose of this order is to establish procedures for station security and set standards for periodic inspections of the entire facility.

SCOPE:

This order is directed to the individual Watch Sergeant of each shift and to all Station Lieutenants and Sergeants who are responsible for ensuring the ultimate security of the Station on a daily basis.

ORDER:

The Watch Sergeant of each shift will be responsible for insuring that the below-listed procedures are followed and will inspect the entire facility periodically throughout his or her shift.

1. The outside locker will be locked at all times.
2. The two outside storage buildings will be locked at 1700 hours and remain locked throughout the evening and early morning shifts.
3. The three doors at the foot of the outside stairs to the basement will be closed and locked at all times. The basement door shall not be used, except as necessary for maintenance.
4. The security door by the jail shall be closed at all times.
5. All county vehicles, when not in use, shall be locked after 2400 hours. Private vehicles should be locked at all times.
6. All persons shall wear appropriate identification at all times. Any non-Law Enforcement visitors, when moving about the Station, will have identification such as City ID or Visitors Badge and be accompanied by the officer whom he or she is visiting or a designated deputy.
7. Station personnel shall not hesitate to question the identify of any unknown person(s) who enter the Station.
8. All packages, containers, etc. in the possession of a visitor, inside the Station will be checked for offensive materials, and or weapons.
9. Patrol units, when leaving and returning to the Station, will make visual inspections of the employee parking lot, and the Station area, being especially alert for suspicious persons or activities of a suspicious nature.
10. The Complaint Deputy or Law Enforcement Technician of each shift shall be responsible for the following:
 1. Check the rear station lot for suspicious activity.
 2. Check all out buildings in this area and ascertain that they are secure.
 3. Check all county vehicles and ascertain if they are locked.
 4. Check area entrances to the station and determine if they are locked.
 5. At 1700 hours, the outside storage buildings and trusty's office will be locked by jailer.
11. The Watch Deputy of each shift will be responsible for the security of the interior of the station and shall periodically inspect the following:

1. Check the public lobby including the men's and ladies' restrooms.
 2. Visually inspect the roof and locker rooms.
12. The station area car will be responsible for the security of the employee parking lot and the perimeter of the station. Periodic checks of these locations will be made and reflected on the deputy's daily work sheet.
1. Check the employee parking lot and from that location.
 2. Check the outside perimeter of the station, placing particular attention on the doors, windows, window ledges and shrubbery.
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