

DEKALB POLICE DEPARTMENT

Subject: **Security of Municipal Building**

Policy #: **304.5**

Effective Since: 8-21-03

Originally Issued As: General Order # 33 of 9-1-83

Revision Effective: 1-1-19

FTO Training Task: # 1

Reference Material: NA

ILEAP Standards Covered: NA

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PURPOSE: In order to provide for personnel safety and physical security within the Municipal Building and to prohibit unauthorized persons from entering or remaining on the premises after regular business hours, the following procedure shall be implemented to minimize the risks of unauthorized entry.

POLICY: It is the policy of the department to take all reasonable measures to ensure the safety of the Municipal Building and its occupants.

DEFINITIONS: NA

PROCEDURE:

- A. **Surveillance Monitoring** : Communications employees shall have Municipal Building surveillance camera views displayed on available monitors and provide routine viewing, being alert for unauthorized entries or disturbances. Any potential issues should be immediately brought to the attention of patrol units and/or a supervisor.
- B. **Overnight Security** : at night, the following locations should be locked and secured:
 - 1. All exterior entrances.
 - 2. Doorways leading away from the public lobby.
 - 3. Shift commanders or patrol officers are encouraged to perform a security check of the Municipal Building each night.
- C. **After-hours use of municipal building** :
 - 1. When the building is secured, entry should only be authorized for the following personnel:
 - a. City employees with proper identification who have authorized business to conduct within the building.
 - b. Elected city officials.
 - 2. Any other after-hours entries should be checked by a patrol officer or supervisor.
- D. **Admitting outside contractors** :
 - 1. Maintenance personnel from outside agencies should:
 - a. Have proper identification from their place of business.
 - b. Be admitted only by a city employee
 - c. Be escorted to the location where work is to be performed.
 - 2. Outside contractors should notify the appropriate city employee when they are leaving.
- E. **Emergency operations** : During the time of an emergency operations, access to the municipal building may be limited or controlled by police officers or other city personnel.
- F. All employees are encouraged to be alert for suspicious persons, packages, or vehicles in and around the municipal building and report any suspicious circumstances to their supervisor and/or take necessary security measures, to include requesting identification of persons inside secure areas of the municipal building to ensure their authorized presence.

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Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.