| | GAITHERSBURG POLICE DEPARTMENT | | |
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| | Building Security and Access | | |
| | General Order 108.12 | Related CALEA Standards: | |
| | Effective Date 06/16/2015 | 22.2.7, 82.1.1, 82.1.7 | |
| Authorized by: | Mark P. Sroka<br>CHIEF OF POLICE | SIGNATURE | DATE |

## I. DEPARTMENT POLICY

This policy establishes the requirements for gaining key, keycard or digital programmable lock access to the Gaithersburg Police Department.

## II. PURPOSE

The purpose of this policy is to establish organizational guidelines for protecting the property, privacy and security of Department sworn and civilian employees, interns and members of the public by regulating which persons are issued keys, keycards or the passcode to the digital programmable lock for access to the Gaithersburg Police Department.

## III. APPLICABILITY and EXCEPTIONS

This policy applies to all Police employees, interns, members of the public and contracted providers who may need access to the facility. This policy does not apply to, vehicle keys, or public works equipment keys.

## IV. POLICY GUIDELINES

### A. Definitions:

1. **Department Access Coordinator:** The Administrative Bureau Commander has the responsibility to coordinate passcode, key and/or keycard access for employees of the department.

2. **Keycard:** An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times.

### B. Responsibilities:

1. All Police employees and interns are responsible for becoming familiar with the Department's Security and Access policy and procedures. Bureau Commanders are responsible for ensuring that employees and interns comply with the policy and procedures.

2. Public Works Facilities or their designee is responsible for maintenance and installation of all locks, card readers, and buildings owned by the City of Gaithersburg.

3. Public Works Facilities may delegate responsibility of the key and keycard systems to departments that have specialized needs such as the Police Department.

## V. BUILDING SECURITY AND ACCESS

### A. High Security Area:

1. Areas within the facility that are subject to the CJIS/NCIC security policy (i.e. CJIS/NCIC Terminals and records) shall be designated as high security access.

2. City employees whose positions require unescorted access into high security areas or buildings shall comply with the provisions of the CJIS/NCIC security policy national records check.

3. City employees, interns and members of the public, who do not have CJIS/NCIC clearance, who enter high security areas must be escorted and must comply with the building security and access policy.

### B. Keys and Keycards:

1. Keys and keycards are the exclusive property of the City of Gaithersburg. No city key or keycard shall be duplicated by anyone other than facilities management personnel unless delegated to do so by department heads.

2. Department access coordinators may request keys or keycards only for those buildings where their department is located. Department access coordinators may not authorize access to another department's space. In the event that such access is necessary, both departments will have to authorize the access before it will be granted.

3. Department access coordinators may grant access to common or shared areas within a building occupied by one or more departments. When multiple departments occupy a single building, a building access coordinator shall be assigned to coordinate requests from the individual department access coordinators to ensure consistent application of this policy and to resolve conflicting access issues.

4. Key and keycard holders shall immediately notify their department access coordinator if a key or keycard is misplaced, lost or stolen. Failure to immediately report a lost or stolen key or keycard may result in disciplinary action.

5. Individuals shall only use or hold keys or keycards that are officially assigned to them. No person shall allow the use of a key or keycard to give access to a person who does not have authority to be in the controlled space. Misuse of a key or keycard may result in disciplinary action.

6. Department access coordinators are responsible for tracking keys and keycards, and for maintaining accurate records.

**C. <u>Identification Cards:</u>**

1. All employees and volunteers shall be issued a photo identification card, which they must keep with them while conducting City business. Departments may establish requirements for displaying city identification while conducting city business or working in restricted areas.

2. Departments may also establish policies requiring visitors, contractors or other persons to wear temporary visitor identification badges while unescorted in a department.

**D. <u>Separation From Employment</u>**

1. Upon separation, employees will return all identification cards, keys or keycards that are assigned to them to the Chief of Police. The Department access coordinator will change the passcodes on all exterior and interior doors, upon direction by the Chief of Police.