
	GAITHERSBURG POLICE DEPARTMENT			
	Security of Agency Facilities			
	GENERAL ORDER	108.16		Related CALEA Standards:
	Effective Date	04/24/2024		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE 04/24/2024	

1. PURPOSE

1.1 The purpose of this directive is to ensure security of agency facilities is maintained at all times. All personnel will assist with facility security and control. Supervisory and administrative personnel are particularly responsible for maintaining proper levels of adherence to facility security procedures.

2. POLICY

2.1 It is the policy of this department that facilities owned, occupied, leased or loaned to Gaithersburg Police Department provide for the safety of employees and visitors.

3. DEFINITIONS

- 3.1. **Access** – Method of entry to a physical space, vehicle or lock that is restricted to certain individuals either on a permanent basis or during certain hours of the day.
- 3.2. **Access Credential** - Key, key card, phone app, fob, access code, or any authorized device that gives access to a space.
- 3.3. **Audit Trail** - Documentation establishing access credentials assigned to individuals used at a particular time and place.
- 3.4. **Building Master** - Access credentials that work all the door locks in a building.
- 3.5. **Credential owner** – An individual that has been issued a GPD key card credential.
- 3.6. **Key** - A single access key that works a single lock.
- 3.7. **Employee** – A person employed by GPD who is issued an identification number.
- 3.8. **Human Resources** - Department within the City of Gaithersburg responsible for hiring and terminating personnel.
- 3.12 **KeyWatcher Administrator** – A person designated by the Chief or Administrative Bureau Commander with authority for the approval of access to the KeyWatcher Management System.
- 3.13 **Key Card** – A credential that allows access to spaces via electronic locks.
- 3.14 **Key Fob** – A credential that allows access to spaces via proximity or at a button press.
- 3.15 **Key Holder** – An individual issued any form of credential.
- 3.16 **KeyWatcher** - KeyWatcher is a brand name for an electronic key tracking box. Users can be granted access to remove keys that they are approved for. Access is through a User ID and a Pin, there are different levels of access and time periods for having the keys checked out. Keys can be restricted to one or a few users or to many. There are many alarms and warnings that let the department know when keys are not returned, if the box is left open, or if the key is inserted incorrectly.

- 3.17. **Non-Employee/Contractor/Vendor** – Any individual not possessing a City of Gaithersburg ID. Examples include, but are not limited to vendors, contractors, and visitors.
- 3.18. **Temporary Detention Areas** – Within the context of this directive the term “temporary detention areas” refers to designated secure areas within the department’s station used for temporary confinement where detainees are held to physically restrict the movement and activities of the detainees. This includes processing areas, interrogation rooms, and cells.
- 3.18. **Volunteer** – An individual registered as an official volunteer for GPD. If these individual needs access to GPD buildings, then an identification number will be issued. This individual is expected to comply with all relevant aspects of this policy.

4. **RESPONSIBILITIES**

- 4.1. All exterior doors to agency facilities must be closed and locked unless the doorways are being monitored by on-duty personnel.
- 4.2. Employees issued keys or given access to keys are responsible for ensuring that keys are not loaned or shared and will surrender all keys when transferred or separated.
- 4.3. Employees and/or volunteers shall not "exchange" keys, fobs, or other access credentials when ending their shifts. Keys, fobs, or other access credentials must be returned to the KeyWatcher box and checked out by the next employee/volunteer who needs the item.
- 4.4. Lost or stolen keys need to be reported immediately to a supervisor within GPD who will notify the Keywatcher administrator.
- 4.5. Employees are responsible for reporting lost, stolen or damaged keys.
- 4.6. Use of keys are restricted for access to spaces or vehicles based on a legitimate business need.
- 4.7. All exterior doors to agency facilities must be closed and locked unless the doorways are being monitored by on-duty personnel.
- 4.8. Visitors, including maintenance and repair personnel, will not be allowed to enter GPD beyond the lobby unless they are escorted by a full-time employee of the agency.
- 4.9. Maintenance personnel having work to perform in non-limited access areas may be escorted to their work sites and left unattended.
- 4.10. Maintenance personnel having work to perform in limited access areas must be escorted and accompanied at all times.
- 4.11. Some individuals may be barred from agency facilities and will not be allowed to enter, regardless of escort, without the specific authorization of the chief.

5. **LIMITED ACCESS CONTROL AREAS**

- 5.1. The chief may designate limited access areas in order to fulfill the requirements of law, rule, regulation, or to promote operational efficiency.

- 5.2. Limited access areas include, but are not limited to:
 - 5.2.1. Property & Evidence Unit;
 - 5.2.1.1. Personnel permitted to be present in the Property and Evidence Unit are:
 - 5.2.1.1.1. Employees assigned to the Property and Evidence Unit;
 - 5.2.1.1.2. Administrative ranked officers granted key access for the purpose of emergency or exigent circumstances requiring the retrieval of property, equipment or evidence; or
 - 5.2.1.1.3. Personnel who are escorted by employees assigned to the Property and Evidence Unit.
 - 5.2.2. Quartermaster;
 - 5.2.2.1. Personnel permitted to be present in the Quartermaster Storage Area during non-business hours are:
 - 5.2.2.1.1. Bureau commanders; or
 - 5.2.2.1.2. Employees who have been granted permission by the Quartermaster or a bureau commander.
 - 5.2.3. Temporary Detention and Processing Area;
 - 5.2.3.1. Personnel permitted to be present in the Temporary Detention and Processing Area during times detainees are being detained are:
 - 5.2.3.1.1. Detainees;
 - 5.2.3.1.2. Arresting officers;
 - 5.2.3.1.3. Attorneys consistent with THF policy; and
 - 5.2.3.1.4. Employees actively assisting in detainee processing.
 - 5.2.3.2. Only essential personnel will enter the Temporary Detention and Processing Area during emergencies.
 - 5.2.3.3. Employees, Public Works personnel, and contractors will not enter the the Temporary Detention and Processing Area when they are occupied by detainees unless they are:
 - 5.2.3.3.1. Accompanied by an officer; or
 - 5.2.3.3.2. Accompanied by an authorized employee of the department.
 - 5.2.3.4. When there are no detainees in the Temporary Detention and Processing Area, it may only be accessed by:
 - 5.2.3.4.1. Personnel conducting authorized inspections;
 - 5.2.3.4.2. Persons participating in authorized agency facility tours; and
 - 5.2.3.4.3. Cleaning, repair or maintenance personnel;
 - 5.2.3.4.4. Employees accessing or replenishing forms, equipment or supplies.
 - 5.2.4. Interview and Interrogation Rooms
 - 5.2.4.1. These rooms are to be used, with exceptions noted herein, only to facilitate investigations or the questioning or testing of detainees.
 - 5.2.4.2. Personnel permitted to be present in the interview and interrogation rooms during times detainees are being detained are:
 - 5.2.4.2.1. Detainees;
 - 5.2.4.2.2. Arresting officers;
 - 5.2.4.2.3. Attorneys consistent with Interview and Interrogation Rooms policy;

- 5.2.4.2.4. Visitors consistent with Interview and Interrogation Rooms policy;
- 5.2.4.2.5. Employees actively assisting in detainee processing.
- 5.2.4.3. Civilians employees will not enter the interview and interrogation rooms when they are occupied unless they are accompanied by and officer or monitored by audio and video surveillance during an emergency.
- 5.2.4.4. When there are no detainees or suspects in the interview or interrogation rooms, it may be accessed by:
 - 5.2.4.4.1. Personnel conducting authorized inspections;
 - 5.2.4.4.2. Persons participating in authorized agency facility tours;
 - 5.2.4.4.3. Employees accessing or replenishing forms, equipment or supplies; or
 - 5.2.4.4.4. Cleaning, repair or maintenance personnel.
- 5.3. Personnel will not enter limited access areas to socialize.
- 5.4. Only agency employees assigned to limited access areas are permitted to access those areas or use any equipment, files, etc. without the express permission of employees having authority in, or over, those areas.
- 5.5. No official documents or files of any kind, whether operational, administrative or CJIS related, will be removed from limited access areas without the express permission of employees having authority in, or over, those areas.
- 5.6. All individuals, excepting those with unrestricted access, entering the Property & Evidence Unit, Quartermaster, Temporary Holding Facility, and Interview and Interrogation Rooms must document their entrance and exit on a Limited Access Entry Log.

6. **AUDITS**

- 6.1 Audit Trails of electronic key access records will only be made available by a request from Human Resources, the Chief of Police, Internal Affairs Commander or appropriate Bureau Commander. Additional requests for audit trail information may be made and handled on a case-by-case basis.
- 6.2 Audits on the KeyWatcher system should be conducted periodically.