

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject:

DEPARTMENT SECURITY

INTRODUCTION

It is the policy of the Barstow Police Department to provide reasonable safety and security for on-duty employees and to protect vital equipment and property located at the Police Facility.

To establish necessary standard procedures for operation of building and parking lot security devices, the following security measures are in effect.

PROCEDURE

1. Building Security

a. Normal Business Hours

- (1) The entrance door to the public lobby will be unlocked between the hours of 0800 and 1700 hours on normal business days. This door shall be locked when the business office of the Department is not in operation and at all times when determined by the Watch Commander or other staff officers.
- (2) Other doors leading to the interior of the building will be in a closed and locked position at all times. Exceptions to this procedure will be made by departmental personnel to accomplish tasks that do not compromise essential security. The combination to the electro-lock door shall be released only to individuals designated by the Chief of Police.

b. After Normal Business Hours

- (1) All exterior doors shall be locked and closed at all times.
- (2) Personnel shall use keys or electric locks issued by the Department to gain access to the building.
- (3) Dispatchers will monitor and be aware of all unusual activity in the building.
- (4) A field officer will be summoned to the station if a Dispatcher notices any unusual circumstances.

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(5) The Watch Commander will be advised of any breach in building security.

2. Visitors to the Police Department

Any persons coming to the Police Department shall enter via the front door; and state their business to the receptionist or the dispatcher, depending on the time of day. All visitors to the Department shall remain in the front lobby until met by an employee of the Police Department. Visitors shall be given a visitors pass to wear; and shall be escorted at all times. Under no circumstances shall any visitor be allowed to enter Dispatch, Records Division, Detective Secretary's Office or the Records Storage Area.

This policy shall include all persons except City employees conducting maintenance or repairs, or those individuals specifically designated by the Chief of Police.

3. Ground Around the Police Facility

- a. All other access points to the building and grounds surrounding the Police Facility shall be regularly inspected by the building maintenance employees and other employees.
- b. All deliberate damage to the facilities shall be reported immediately to the on-duty Watch Commander.
- c. The Watch Commander will cause an appropriate Police Report to be prepared:
 - (1) Crime Report - Malicious damage, attempted entry, etc.
 - (2) Incident Report - Other forms of damage of non-criminal nature.
 - (3) Equipment Report - Normal wear and tear or action of elements.

4. Motor Vehicles

- a. All Department vehicles shall be locked and secured at any time the vehicle is left unattended for an extended period of time.
- b. Vehicles parked in the police facility that are not being used for patrol purposes shall be locked and secured.

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