


POLICY 120	BUILDING SECURITY and EVACUATION	
	REVISED: 1/93, 01/02, 09/08, 08/10, 04/11, 07/11, 12/13, 10/15, 07/16	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 09/08, 08/10, 04/11, 07/11, 12/13, 10/15, 07/16

A. PURPOSE

The purpose of this policy is to establish and maintain appropriate levels of security for all Fort Lauderdale Police Department facilities.

B. POLICY

It is the policy of the Fort Lauderdale Police Department to maintain security for all facilities under its control while at the same time allowing access to those persons having a valid reason for entry. Security of Police facilities is the direct responsibility of the Support Services Bureau. The establishment of procedures as well as the procurement and maintenance of cameras, door access systems, technology and other equipment to enhance security is the responsibility of the Administrative Support Division. Each Police Department employee shall follow all security procedures and assist in their enforcement.

C. LEVELS OF SECURITY

Security is maintained by the establishment of five levels of security. Security passes are issued at the front information desk in the main lobby based on the level of security warranted on an individual basis. All persons are categorized by these levels of security. All persons not employed by the Department must wear a security pass in a conspicuous manner at all times while in a Fort Lauderdale Police Department facility. Pets of Department personnel shall not be permitted entry to Police buildings unless first approved by a Lieutenant or above.

1. Level 1 Security Pass – These persons must be escorted at all times when in any Police facility, excluding the lobby area. These persons include, but are not limited to, victims, witnesses, students (Non-Fort Lauderdale Police Department employees who are attending training in a Fort Lauderdale Police Department facility) or persons touring the facility. Retirees who are not in good standing or who have employment which may conflict with the best interests of the Fort Lauderdale Police Department, e.g. private investigator, bail bondsman, criminal defense attorney investigator, etc., will be issued Level 1 self-expiring passes and must be escorted at all times while within a Department facility. The receptionist shall ask retirees if they are currently employed in an occupation listed in this section and issue the appropriate security pass.
 - a. The visitor must present identification (e.g., driver's license, voter's registration, or passport), state the name of the person or unit to be visited and advise the purpose of the visit. The front information receptionist shall retain the visitor's identification until the visitor departs.

- b. The receptionist will call the unit to be visited and a representative from that unit shall escort the visitor.
 - c. The receptionist will record the visitor's name, the date and time of arrival and the escort's name in the visitor's log and issue a Level 1 security pass. The receptionist will write the visitor's name on a temporary pass. The pass is then affixed to the visitor's clothing.
 - d. The visitor shall be logged out and retrieve their identification from the front information desk after surrendering the temporary security pass.
 2. Level 2 – Active Employees under Suspension or Investigation:
 - a. The Major of Internal Affairs shall furnish the Assistant Chief of the Support Services Bureau with the names of all employees under investigation or suspensions that are not authorized access to Department facilities.
 - b. The Assistant Chief of the Support Services Bureau will have the list posted at the front desk and cancel the employee's door card to control entry of these persons.
 - c. A Supervisor or Manager must escort the employee at all times.
 3. Level 3 – Retirees – Fort Lauderdale Police Department retirees who retired in good standing. Retirees shall present their Department issued retirement identification card at the front information desk and sign the visitor's log. They shall then be issued a white Level 3 security pass and a temporary door card. They do not need an escort.
 4. Level 4 – Contract vendors and others who require access and do not require an escort. These persons may be issued a yellow Level 4 security pass. After completion of a background investigation these persons may be issued a door card to allow entry necessary to perform their function. This door card will be programmed to expire on the anticipated date of conclusion of their business at the Department. Exceptions may be made by the Assistant Chief of Support Services.
 5. Level 5 – Sworn law enforcement officers/agents from other agencies currently assigned to a joint task-force, operation or investigation with Fort Lauderdale Police Department personnel. Sworn personnel from other agencies must display a form of their agency's identification in plain view. These persons may be issued a door card allowing entry necessary to perform their function. This door card will be programmed to expire on the anticipated date of conclusion of their business at the Department.

Physical security devices do not eliminate the need for the human element. Fort Lauderdale Police Department employees must challenge any person not recognized at a Department facility and not wearing a FLPD badge or security pass.

Security doors will be maintained in good working order and repaired in a timely manner. External doors without card locks will be locked at all times. When it is necessary to brace a door for loading or unloading, a Police employee should be stationed at the door.

All other persons not covered above are required to enter the building through the main entrance and report to the receptionist at the front desk. At that time, the following procedures will apply:

- a. Large groups attending meetings, classes, etc., should be met at the main entrance of the building and escorted by a representative of the host unit.
- b. Exception will only be made for fire and rescue or medical personnel entering the building on an emergency.

D. FACILITIES EVACUATION

1. In the case of a fire alarm, major incident or threat to a police facility, the Shift/Duty Lieutenant shall respond to the scene and assume the role of Incident Commander.
2. Should a fire alarm sound everyone shall evacuate the building. The closest stairwell exit routes are posted throughout the building.
3. In the event of a major incident or threat against a police facility, the Incident Commander shall determine if the nature of the threat requires evacuation of the facility.
4. The Incident Commander shall direct the communications center to broadcast the evacuation order via all radio channels, Alpha pagers, followed by the Fire Alarm with continuous operation. The Chief of Police shall be notified via Chain of Command.
5. Once outside the building evacuees should keep a safe distance, but also remain by one of the flashing exterior fire alarm boxes. These are equipped with a P.A. system and updates will be made over the Fire alarm P.A. system if possible. The P.A. system is located in the front lobby reception area. (fishbowl)
6. Based on the type of threat, all air conditioner handlers may be shut off at the direction of the Incident Commander.
7. Some or all of the following responsibilities shall be utilized by the Incident Commander during a situation that forces the evacuation of the occupants from the police facility. The nature of the incident or threat will determine the responsibilities utilized by the Incident Commander.
 - a. It is mandatory that all personnel evacuate the facility immediately after being notified in accordance to the Department's COOP Plan.

- (1). Supervisors of each unit will make contact with personnel from their unit to ensure they understand that an evacuation has been ordered.
 - (2). All personnel shall take their personal belongings (i.e.: wallets, purses, keys) with them as they exit the building in case they are not able to return.
- b. The notification to evacuate will include instructions directing personnel to the pre-determined evacuation sites. The pre-determined locations to be utilized are outlined in the COOP Plan.
 - c. Elevators shall not be utilized during evacuations, except for those with disabilities. All occupants must exit the building via the stairwells. Detailed exit plans are posted in the lobby for each floor.
 - d. Each supervisor shall account for all their personnel at the evacuation sites and be prepared to advise the names as well as assignments of those that are missing.
 - e. The Incident Commander or designee shall confirm with each supervisor that their personnel are accounted for and notify each supervisor of the nature for the evacuation.
 - f. In the event of a Police Department closure, the Police Department Public Information Officer shall notify the City Public Information Office to activate the HOT LINE for Department personnel to call regarding further instructions.

E. SCENE RESPONSIBILITY

1. The Incident Commander shall establish a perimeter around the facility and ensure that enough support personnel are on hand to protect the scene and any persons and/or property in the area.
2. The Incident Commander shall complete the following responsibilities as they relate to scene integrity:
 - a. Secure the scene and limit access to authorized personnel.
 - b. Close access roads as well as direct and control traffic.
 - c. Establish safe ingress/egress for responding agencies.
 - d. Establish command post (determine if Mobile Command Vehicle is needed).
 - e. Coordinate actions with other departments, jurisdictions and agencies.
 - f. Establish staging area(s) for additional resources/personnel.
 - g. Establish a media staging area in a safe area away from the facility.

- h. Conduct additional evacuations of surrounding areas if necessary.
- i. Conduct other law enforcement related tasks deemed necessary by the Incident Commander.

F. POLICE COMPOUND PARKING

- 1. No vehicle, whether City or privately owned, will be left unattended in any place that is not specifically designated as a parking space.
- 2. Employees will park vehicles only in parking spaces intended for those vehicles (i.e., Detective vehicles in detective vehicle spaces, etc.).