
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.17.5	
Subject:		Distribution:
Public Safety Building		All Personnel
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CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish procedures and responsibility for the safety, security and authorized access to the Edward M. Setzer Public Safety Building.

POLICY

It is the policy of this police department to provide a safe and secure work environment for all employees and visitors of the Edward M. Setzer Public Safety Building by being diligent in building security and visitor access procedures.

PROCEDURE

A. Distribution of Security Access Cards

1. All sworn and civilian departmental personnel shall be issued security access cards that have been programmed to access designated areas of the Public Safety Building.
2. Levels of security access will be programmed into every door on the system. Individual access levels will be based on job responsibility. Any request to increase security access must be submitted to the Unit Commander of that area.
3. Designated Township of Lower Merion employees or Township Officials may be issued security access cards to the Public Safety Building and may be given additional security access to protected areas. All requests must be submitted through the chain of command and approved by the Superintendent of Police.
4. Contractors or other visitors to the Public Safety Building who are conducting business over an extended period of time may be issued a temporary access

card along with a visitor pass upon the approval of a member of the Command Staff. All pertinent information must be recorded on the Access Card Log that will be maintained in the Identification Unit. The card must be turned in at the conclusion of their business at the front counter with the date and time recorded on the log.

5. The Auxiliary Services Unit Commander or his designee shall issue all security access cards.

B. Individual Responsibilities for Building Security

1. Building security and the protection it provides is of extreme importance and is the responsibility of all employees. Improper or unauthorized use or attempted use of a security access card will be considered a serious breach of conduct.
2. All civilian and non-uniformed sworn employees shall display their security access card in a visible manner above the waist at all times while in the Public Safety Building.
3. Assigned security access cards shall not be lent, used, or borrowed by another employee to enter any protected area without the authorization of a supervisor.
4. All employees are responsible for the proper care and control of the security access cards issued to them. Any card that is discovered missing, lost, stolen or damaged must be immediately reported to a supervisor. A report must be forwarded to the Auxiliary Services Unit Commander so that the card can be cancelled and a new one issued. Situations of this type that are determined to have been caused by carelessness or negligence may result in disciplinary action.
5. Keys shall not be used on any door protected by the security access system unless authorized by a supervisor.
6. It is the duty of all employees to either confront or report a visitor or contractor who is observed in a secure area and who is not wearing a visitor pass or access card that is readily visible.
7. All data entry concerning issued access cards and their approved security clearance is limited to the Identification Officer, Systems Analyst and the Auxiliary Services Unit Commander.
8. All completed Visitor Logs and Access Card Logs will be filed on a weekly basis and maintained by the Identification Officer for a period of one year.
9. Any malfunction of the building security system shall be reported immediately to a supervisor, documented by report code (4431) and forwarded to the Auxiliary Services Unit Commander.

10. At no time shall a secured door be propped open for a time period of more than 2 minutes without approval of a supervisor and notification to the Communications Center.

C. Visitor Admittance

1. All visitors or contractors who do not possess an access card must enter the Public Safety Building at the front lobby entrance and report in at the front counter.
2. To admit a visitor or contractor requesting to enter a secure area of the building, the receptionist, clerk or department employee must first contact the person the visitor requests to see and obtain authorization.
3. Authorized visitors must sign in at the front counter in the presence of a receptionist, clerk or department employee.
4. The employee at the front counter must record information concerning the visitor on the Visitor Log in a legible manner.
5. All authorized visitors or contractors shall be issued a temporary visitor pass that must be displayed on the person in a visible manner at all times while in the Public Safety Building.
6. Any individual under the age of 16 years who is accompanied by a parent or guardian that has been issued a pass is exempt from the visitor pass requirements.
7. Proof of identification may be requested of a visitor at the front counter at the discretion of the employee permitting access.
8. All authorized visitors must be met at the front lobby or 2nd floor elevator landing by the employee requested to be seen or escorted by another employee to the requested location.
9. Access to the elevator shall not be granted until verification has been obtained that the visitor will be met at the 2nd floor elevator landing by an employee. After verification is received, the employee will allow access to the elevator by using his or her own access card at the security card reader located inside the first floor reception area.
10. All visitor passes must be returned at the time of the visitor's exit. The time of the exit must be recorded on the Visitor Log.
11. Any security access cards issued to a visitor or contractor that have not been returned on time are to be reported to the Identification Officer. A diligent effort is

to be made to retrieve any missing access card. Any access card that is not returned on time shall be cancelled immediately.

D. Visitors During Off Hours

1. After normal business hours, on weekends, holidays, or any other time that the front counter is unattended, it is the responsibility of any employee conducting business with a visitor to make sure that the visitor enters and exits the Public Safety Building properly.

E. Communications Personnel

1. After normal business hours all personnel assigned to the Communications Center that are required to greet a visitor at the front counter shall follow all procedures regulating visitor access to the Public Safety Building.
2. Communications Personnel will notify a supervisor immediately after an alarm activation is received indicating a door breach, attempted unauthorized entry, or unauthorized key entry into a secured area. A report is to be forwarded to the Auxiliary Services Unit Commander concerning the incident if it is determined that an unauthorized person has breached or attempted to breach a door.

FIRE ALARM ACTIVATION PROCEDURE

A. Police Department Personnel

1. In the event of a fire alarm activation, all sworn police personnel inside the Public Safety Building shall remain at their current posts to assist, if necessary, with ascertaining the cause of the activation and assist with the evacuation. Police Personnel, if necessary, will be assigned to the evacuation of the lock-up facility and the communication center.
2. All non-sworn police personnel with the exception of the Communication's Center personnel, shall immediately exit the Public Safety Building using the closest fire tower exit point.

B. Communication's Center Personnel

1. Normal Business Hours (Monday – Friday 0800-1630 hrs.)
 - a. Upon receiving a fire alarm activation during normal business hours, an incident card will be generated and the on-duty Fire Marshal shall be contacted, via the Fire Radio, cellular phone or pager, and advised of the activation. The on-duty Fire Marshal will determine if a response will be needed from a fire company.
 - b. Communication's Center personnel will notify the ranking on duty police

officer in the Auxiliary Services Unit and the on duty Operations supervisor. The ranking on duty police supervisors will assign personnel to monitor the Communications Center and the lock-up facility, if prisoners exist. If available, a member of the Investigations Unit will be assigned to monitor the lock-up, while a member of the Auxiliary Service Unit will monitor the Communications Center.

- c. In the event evacuation of the Communication Center and lock-up is required, a sufficient number of patrol personnel will be assigned to assist.

2. Non-Business Hours and Holidays

- a. Upon receiving a fire alarm activation during non-business hours, immediately generate an incident report, dispatch a fire company, and the on-call Fire Marshal. A Patrol Unit will be dispatched to monitor the Communications Center and lock-up facility if prisoners are present. Another Patrol Unit will be dispatched to the Township Administration / Public Safety Buildings in order to assist in ascertaining the cause of the activation.
- b. In the event that prisoners are present and need to be evacuated two additional Patrol Units will be dispatched to the Public Safety building to handle the prisoner evacuation. Prisoners will be secured in patrol vehicles equipped with a security cage or the prisoner transportation van until returned to the lock-up facility. In the event the lock up is not reopened, prisoners will either be released or arrangements will be made to temporarily house them at one of the following Police Department lock-up facilities:
 - 1. Haverford Township Police Department
 - 2. Radnor Township Police Department
 - 3. Upper Merion Township Police Department.

C. Communication Center Evacuation

- 1. In the event it becomes necessary to evacuate the Public Safety Building, the Officer-In-Charge (OIC) of the Communications Center, or if not available, the senior Telecommunicator, will be responsible for retrieving the two 800 MHz county radios and keeping Montgomery County Emergency Dispatch apprised of the situation.
- 2. Once these tasks are complete, immediately evacuate the building at the nearest exit point and meet at a location designated by the ranking on-duty police supervisor for transport to Merion Fire Company of Ardmore, which will be used as an alternative radio site.

D. Fire Alarm Panel

1. There are two fire alarm panels located in the Public Safety Building, one is located above the receptionist's desk in the Auxiliary Services section and the second is located in the Communications Center. A key to access the fire alarm panel is located in the Communication Center at Dispatch Console 2. The fire alarm shall not be reset or silenced unless authorized by a Fire Marshal.

E. Fire Department's Evacuation Procedure

1. The Lower Merion Township Fire Department has an established evacuation procedure for the Public Safety and Township Administration Buildings. The Fire Department procedure shall be prominently posted throughout the Public Safety Building and shall be followed by all employees except for those noted in this policy.
2. In the event of a fire the on-duty Watch Commander shall be notified and advised of the incident.

BUILDING REPAIRS

- A. To ensure a timely response to, and proper documentation of, all requests for repairs or maintenance work in Township facilities, the Township's Facilities Maintenance Department has devised a "Repair Request" form that is to be completed in all cases where a repair is necessary in accordance with the following:
 1. In a non-emergency situation, the Repair Request Form ([MISC NONPD-4](#)) must be completed and forwarded to the Facilities Maintenance Department. At no time is a repair to be authorized by any personnel other than those assigned to the Facilities Maintenance Department.
 2. During emergency situations where immediate action is obviously indicated, appropriate repairs can be authorized to limit the extent of damage. In all such cases, the Repair Request Form must be prepared to include an explanation outlining the emergency condition that existed and the pertinent information of the person(s) that performed the emergency repair.
 3. In all cases where an emergency repair is necessary in the Public Safety Building, the Auxiliary Service Unit Commander or the Staff Service Division Commander must be notified, regardless of day or time. To make sure that all repairs within the Public Safety Building are reported and completed in a timely fashion, the Auxiliary Service Unit Commander will be responsible to coordinate all such facility maintenance or repairs with the Facilities Maintenance Department.

B. To assist the Auxiliary Services Unit Commander with this task, the following procedure will be adhered to by all personnel.

1. Police personnel will:

- a.** Report all required maintenance or repairs directly to the on-duty Report Review Officer.
- b.** Whenever a Report Review Officer is unavailable, an e-mail shall be sent to the Police Records Distribution List.

2. Report Review Officers will:

- a.** Receive all complaints regarding necessary maintenance repair and complete a Repair Request Form.
- b.** Email the repair request to Facilities Maintenance Service Request distribution list.
- c.** Maintain the requests in a file until such time as the repair has been completed.
- d.** Review the tickler file daily, advising the Auxiliary Services Unit Commander of any delays in effecting repairs.

NOTE: This section applies to repairs and maintenance of the Public Safety Building only. All other procedures regarding prompt notification of other departments will remain in effect.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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