

# **SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 13.1**

## **BUILDING SECURITY**

**UPDATED SEPTEMBER 2015**

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### **13.1.1 Law Enforcement Building Security**

Although the Police Department building is open to the public during business hours, the Santa Clara Police Department must take special precautions to protect police operations and personnel.

The non-public entrances to the police facility shall remain locked at all times and only authorized personnel shall be allowed beyond the public entry way without an employee escort. Employees are encouraged to challenge persons unknown to them to establish their identity and purpose.

Visitors shall wear the authorized badge provided by the Front Desk staff. Other law enforcement personnel or City of Santa Clara employees shall be allowed access to the facility if they are in uniform or prominently display their authorized department identification.

During the hours the lobby entrance is closed, a telephone that rings directly into the building is available outside the main entrance.

### **Law Enforcement Facility Tours**

Tours shall be scheduled in advance with the Services Division Office Specialists, Staff Analyst, or Crime Prevention Community Service Officer. Tour groups shall be generally limited to 20 people at a time including chaperones, teachers or interpreters. At least one responsible chaperone or organizer shall accompany children's groups or tour groups with special needs (interpretation, physical assistance, etc.). More chaperones may be required depending on the group size and the individual situation.

No tour group or individual shall be allowed to move about the facility unescorted by a member of the Santa Clara Police Department. Tour groups will not be allowed access to sensitive areas such as:

- Locker rooms
- Evidence/Property Room
- Equipment room (where firearms are stored)
- Inside any employee offices unless invited by that employee
- Inside any area where sensitive or confidential information may be accessible or in plain view.

## **Facility Access**

Only City of Santa Clara law enforcement employees, Reserves, Cadets, Chaplains and other authorized personnel shall be given keys (to include electronic card keys) to entrances of the Police Department. Volunteers, Explorers, family members and acquaintances and other City employees shall enter the facility by the front, public door, or be escorted into the building by an employee.

Key distribution is strictly controlled and accounted for by the Administrative Sergeant assigned to the THF function. Facility keys shall be issued to employee and Reserve Officers as authorized by their respective Division Commander. Upon separation from the Police Department, employee-issued keys shall be returned to the Administrative Sergeant and accounted for as with all other issued property.

No person shall receive a card key or hard key without prior approval from the Administrative Services Division Commander, Administrative Services Lieutenant, or Personnel and Hiring Sergeant. In all cases, the Santa Clara Police Department Identification Card and Building Access Authorization Form shall be completed and submitted to the JSO at the time of the request.

The Administrative Sergeant assigned to the THF will maintain a file of individuals who have received card key access to the building including SCPD Identification Card and Building Access Authorization Form.

## **Background and Fingerprint Requirements**

All persons, including non-criminal justice, volunteer personnel, and private vendor technical or maintenance personnel, with physical access to CLETS provided information or to Criminal Offender Record Information (CORI) are required to undergo a background and fingerprint check.

All backgrounds and background related documents, including Police Building Access Questionnaire, will be kept by the Hiring and Personnel Sergeant.

The following are various levels of background and record checks to be conducted prior to admittance.

**Level 1** - Infrequent visitors who are here for one-time visits. These visitors will require an escort at all times and will not be provided an access card or hard key. They will be provided with a temporary one-day visitor badge.

Examples: Citizen ride along (including Citizen Police Academy participant), one-time technical or maintenance technician.

Background Requirements: A driver's license check to confirm identity, and CA CII and resident state III, in-house, and CJIC history.

Reason to Deny: Any felony conviction\*, recent negative contact with law enforcement, outstanding warrant, or offender registrants (290, gang, arson, drug). (\*Authorizing personnel can use discretion on some convictions such as DUI that is several years old).

Access authorized by: Sergeant or higher ranking employee, or civilian supervisor.

**Level 2** - Routine visitors who have infrequent access to the building. These individuals typically will not receive an access card. If an access card is approved, it will expire after 3-months at which time a new background check will be conducted. Otherwise, most visitors will receive the temporary access card located at the Front Desk. They do not require an escort.

Examples: Phlebotomist, Shred-It vendor, regularly scheduled technical or maintenance technician such as elevator operator, fire suppressant technician, gym repair technician, or short-term temporary maintenance technician required for special projects (i.e., radio upgrade project).

Background Requirements: A driver's license check to confirm identity, CA CII and resident state III, in-house, and CJIC history.

Reason to Deny: Any felony conviction\*, recent negative contact with law enforcement, outstanding warrant, or offender registrants (290, gang, arson, drug). (\*Authorizing personnel can use discretion on some convictions such as DUI that is several years old.)

Access authorized by: Sergeant or higher ranking employee, or civilian supervisor.

**Level 3** - Regularly scheduled non-department personnel who have access to the building via card key or hard key and who do not require an escort. If a photo ID access card is provided it shall be visibly worn while in the building, otherwise department uniform must be worn. Access cards will expire after 12 months. Volunteers and Explorers typically will not be issued a card key or hard key.

Examples: Chaplain, Cadet, Volunteer, Explorer, IT contractor, permanent janitorial and other facility maintenance personnel, and dry cleaning contractor.

Background Requirements: Abbreviated background including the Police Building Access Questionnaire and interview with background investigator. A driver's license check to confirm identity, CA CII and resident state III, in-house, CJIC history, and Live Scan. Explorer backgrounds will be conducted by the Explorer Coordinator.

Reason to Deny: Any felony conviction, recent negative contact with law enforcement, outstanding warrant, offender registrants (290, gang, arson, drug).

Access authorized by: Lieutenant or higher ranking employee, or civilian manager.

**Level 4** - All full-time and part-time police personnel, who require access to the building.

Examples: All sworn and non-sworn City employees assigned to the police department, and juvenile probation officer. Typically, Crossing Guards, Per Diem Officers, and Traffic Control Officers do not require access.

Background Requirements: Complete background including PHS and interview with background investigator. A driver's license check to confirm identity, CA CII and resident state III, in-house, CJIC history, and Live Scan.

Reasons to Deny: Disqualified per employment policies and/or practices.

Access authorized by: Administrative Services Division Commander, Administrative Services Lieutenant, or Personnel and Hiring Sergeant.