

**POLICY
203**

**EFFECTIVE
DATE
06-27-14**

**Eugene
Police Department**



Department Facilities

203.1 PURPOSE AND SCOPE

This policy provides standardized responsibilities and procedures for all personnel in regard to the department facilities. This policy applies to paid employees, department volunteers and all those with key or proximity card access to the building, such as retirees and facilities personnel.

203.2 CLEANLINESS OF WORK AREAS

- (a) Keep your work space clean and organized.
- (b) If you share an office or work area with others, make sure that you have cleaned up the area and restocked supplies which have been used before you leave.
- (c) Do not leave dirty cups, food, or personal property in shared work areas or in common areas (e.g., break room, briefing room).

203.3 REPORTING PROBLEMS

- (a) Report any safety hazard or malfunctioning equipment to your supervisor immediately so that corrective action can be taken.

203.4 TOURS

- (a) To acquaint the public with our operations, the department may conduct periodic tours or open houses. The nature of the tour will depend on security requirements and personnel availability.
- (b) Tours of the Communications Center will generally be coordinated by the Communications Manager or designee.
- (c) Other requests for tours will generally be referred to the Community Policing Support Team.
- (d) Other employees may initiate tours as appropriate, but should consult with the affected supervisor(s) before bringing the tour into a work area.

203.5 MEDIA

- (a) Normally, the department will not allow its equipment or facilities to be used for television, motion pictures, or other entertainment purposes.
- (b) Requests to use media equipment inside department facilities may be allowed for news or public information programs, or for preparation of articles for newspapers or other publications, with prior coordination through the Public Information Officer or by permission of the affected section or division manager.

203.6 FOOD/BEVERAGES IN RECORDS/COMMUNICATIONS AREAS

- (a) Hot and cold beverages may be consumed at all work stations. Any beverage taken into the operational area of the Communications Center must be in an approved “spill-proof” container.
- (b) Records employees may not eat at workstations that are in the public’s view.
- (c) Only bite-size, pre-packed foods are allowed at work stations in the Communications Center.
- (d) Employees may bring in food and beverages for special occasions, provided that normal operations are not hindered in any way and affected supervisors are notified in advance.

203.7 USE OF FITNESS CENTER

- (a) In order to use the facility you must be one of the following:
 - 1. EPD employee
 - 2. Spouse, domestic partner (as defined in City of Eugene policy) or family member of an EPD employee, 18 years of age or older and currently covered by one of the City of Eugene Health Plans or an equivalent plan
 - 3. A retired EPD employee currently covered by a Health Plan
 - 4. An EPD volunteer, having been authorized by a Division Commander for use of the facility
- (b) Prior to using the facility you must receive an orientation from the City’s Fitness Director or designee.
- (c) Anyone who is not a full time EPD employee must sign a waiver of liability. The waivers will be retained by the Facilities and Fleet Sergeant or designee in the Operations Support Division.
- (d) Dependents of EPD employees may only use the facility when the department employee is with them.
- (e) Facility users may bring their children with them while using the facility but are responsible for their conduct. Unless otherwise authorized by this policy, children may not use any of the equipment.

- (f) Each facility user must sign in upon their arrival.
- (g) Permission to use the facility may be revoked by the Operations Support Division Commander for repeated violations of this policy or posted rules of the facility.
- (h) The facility is in close proximity to work areas, so sound adjustments on audio equipment will be kept at a low enough level so as not to disturb adjacent offices.
- (i) Items brought into the facility (e.g., water bottles) will not be left on the floor or stored on any of the equipment except in areas specifically designed for that use.
- (j) Personal items shall not be left at the facility when you are done. These items will be collected by personnel responsible for the facility and stored in a bin designated for such items for a period not to exceed two (2) weeks, at which time they will be disposed. Valuable items will be locked up for the same period.
- (k) Day lockers will be provided for non-uniformed personnel. Uniformed personnel are expected to use their standard locker while using the facility.
- (l) Personal locks may only be used on day lockers while using the Fitness Center. Personal locks left on day lockers otherwise may be removed and the locker contents disposed of per Policy § 203.7(j).
- (m) Fitness Center users should wipe down the equipment using anti-bacterial wipes that are supplied at the facility immediately following its use.
- (n) Only attire appropriate for exercise will be worn in the facility.
- (o) Since this facility is inside the business area of the police headquarters, appropriate attire will also be worn when arriving or leaving the facility.
- (p) Only food and beverages designed for fitness activities (e.g., water, sports drink, power bars) will be brought into the fitness center.
- (q) Beverages will be in spill-proof containers.
- (r) Food and beverage items will be thrown away or carried away when you are done using the facility.
- (s) General maintenance of the equipment is done by authorized personnel only and a contracted company (if used).
- (t) Equipment breakage or malfunction shall be reported via e-mail to **Eugene Police Weight Room Group*.
- (u) If a fitness center user observes equipment breakage or malfunction that poses a serious risk of injury, they shall place a "Broken – Do Not Use" tag on the equipment. Tags will be available in the facility.

- (v) Disagreement regarding appropriate attire, day lockers, food and beverages, or other issues arising from the use of the facility should be addressed to the Fitness Center Sergeant.

203.8 SECURITY OF POLICE FACILITIES

203.8.1 PROXIMITY CARDS

- (a) Although the newer proximity cards bear the City logo, none of the cards contain markings associating them with a specific department or the address of such department. You should avoid having the proximity card attached to something associated with the department, in the event it is lost or stolen.
- (b) If a security card is lost, stolen, or misplaced, follow the procedures in **General Order 1001.3**, reporting the loss immediately so that the card can be disabled and a new card issued. If a card is damaged, notify the Operations Support Sergeant or the Facility Maintenance Manager so the card can be replaced.
- (c) Each City vehicle authorized to park in the secure parking is equipped with a vehicle proximity card. If the vehicle proximity card is lost, stolen, misplaced, or damaged, notify the Operations Support Sergeant or the Facility Maintenance Manager immediately so the card can be replaced or repaired.
- (d) Use your proximity card (rather than a key) to enter the secure parking area via a pedestrian gate, to avoid setting off the “card reader bypass” alarm. Your proximity card is also the method of entry which should be used when entering the building. In the event that your proximity card or the card reader is not working, a key may be used to enter the building.

203.8.2 KEY ACCESS

- (a) Keys to police facilities are provided by the Facilities Division and issued by the Operations Support Sergeant. All keys are tracked by the Facilities Division in an inventory management system.
- (b) If you lose a department key, you must follow the procedures in **General Order 1001.3**, reporting the loss to a supervisor. The loss must also be reported to the Operations Support Sergeant, who will notify the Facility Division of the status of the key. The Facility Division and Operations Support Sergeant will determine what, if any, action should be taken to maintain security of the affected department facility.

203.8.3 PARKING AREAS

- (a) All primary gates allowing access to the secure parking areas have been equipped with proximity card readers.
- (b) Secondary emergency gates (SE corner of Headquarters secure parking area) are secured with a standard city master lock.
- (c) Pedestrian gates may be unlocked with a proximity card and then manually opened.

- (d) Vehicle gates can be opened using either the personal proximity card or the vehicle proximity card. Vehicle proximity cards are effective from a distance of 6 to 8 feet from the card reader. Vehicle gates will open and close automatically after access is granted.
- (e) All vehicle exit points have been equipped with ground and laser sensors. When a vehicle drives over the ground sensor, the gate will automatically open. The gate will remain open as long as the vehicle remains on the sensor, and then automatically close approximately 5 seconds after the vehicle has left the sensor.
- (f) At Headquarters, an emergency exit/open button is available in the green mechanical box on the interior of the gate. The gate can be manually opened with this button. If the mechanical box is then turned off or a fixed object is placed in front of the laser sensor the gate will stay in the open position.
- (g) All electrically operated security gates and doors are connected to the City's emergency generator system. In the event of a power failure, the generator will restore power within two minutes. Do not attempt to disable any electrically-operated security gate or door.
- (h) The Facilities Maintenance Manager is available to respond, at any time, for any emergency or malfunction regarding this system. Notify the Operations Support Sergeant or an on-duty supervisor if there is a situation which you believe warrants calling him/her during non-working hours.

203.8.4 VISITOR ACCESS

- (a) All visitors entering Headquarters or the 9-1-1 Communications Center, including City employees who do not have access with a proximity card, must be escorted at all times.
- (b) Department Employees who invite guests to Headquarters and the Communications Center will be responsible for greeting them and escorting them during their entire stay. No guest shall be left unescorted while in either facility, including close friends and family members.
- (c) All visitors, except for children under the age of 16, must sign the visitor log at Headquarters, which is maintained at the front lobby near Records. Upon signing in, visitors are required to obtain a visitor pass to be clearly displayed at all times. The log will include:
 1. Name and agency of the visitor
 2. Signature of the visitor
 3. Form of identification
 4. Date of access
 5. Time of entry and departure
 6. Purpose of visit
 7. Name and division of employee visited
- (d) In cases where guests from outside agencies or businesses are required to have access to Headquarters or the Communication Center for an extended

period of time, the manager of the section in which they are working must submit a request for a temporary proximity card to the Operations Support Sergeant. Any applicable background check will be done via CJIS and City requirements.

- (e) Approval from the Chief of Police will be required for all permanent proximity card access requests outside of the Eugene Police Department. Any applicable background check will be done via CJIS and City requirements.
- (f) All employees should be cognizant of those persons not displaying proximity cards who are unescorted and unfamiliar to them. Any unfamiliar and unescorted person should be stopped and questioned regarding their business and/or destination. If a person becomes uncooperative or appears suspicious, the Communications Unit should be notified to dispatch officers.
- (g) It is the responsibility of the Operations Support Captain to ensure continuity of facility Security.

203.8.5 HEADQUARTERS LOCK-DOWN / EVACUATION

- (a) The Watch Commander has the authority to lock lobby access to the department, and any other areas necessary, when he/she determines that such action is necessary to protect the facility and/or department employees.
- (b) If an emergency exists at Headquarters, the Records Supervisor or, if he/she is not available, the senior employee on duty in Records may lock access to the front lobby pending a consultation with the Watch Commander regarding whether the lock-down should continue.
- (c) For remote police facilities, the person in charge of the facility, or designee, has the authority to lock access to the facility pending a consultation with the Watch Commander.
- (d) If a lock-down occurs, the Watch Commander or designee should notify the following employees:
 - 1. During normal business hours: Chief of Police, Division Managers, Public Information Officer and Communication Center
 - 2. At all other times: East and West Operations Captains and Communication Center
- (e) If an emergency arises during normal business hours that affect employees, on and off site, the Watch Commander will notify the PIO, who will begin notification of affected employees. Information relayed should include what action is being recommended (e.g. lock-down, evacuation), safe routes of evacuation (when applicable), whether there is time for employees to remove vehicles from the parking area and other relevant information. The PIO will also notify remote Police Department sites of the emergency, so that personnel do not try to come to Headquarters during the emergency.

- (f) If the emergency occurs outside normal business hours, the Watch Commander will ensure that Fire Department personnel and on-duty Police personnel are notified of the threat and any recommended action. The Watch Commander or designee should make the notifications outlined in §203.8.5(d) above.