



Carrboro Police Department



Subject: Chapter 19: STATION SECURITY		Number: III. Subsections
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- I. Policy
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I. POLICY

The nature of the work performed by police departments necessitates that a high level of security be provided to protect the employees, facilities, and equipment. The public that is served must also feel that their police department is freely accessible to them.

II. RESPONSIBILITY

It will be the responsibility of every employee of the Police Department to promote and enforce station security. Employees will be responsible for immediately reporting any breach of security (unauthorized or suspicious person, package, activity, etc.) to the commanding officer, or his designee.

Furthermore, it is the responsibility of each employee to challenge anyone in any area not authorized by accompaniment of an employee escort. These persons shall be escorted to the front desk and a note of the breach of security shall be made on the visitor log. Unauthorized persons found inside the compound shall be challenged, properly identified, and ordered to leave immediately.

A visitor log shall be maintained at the Front Desk so that the Carrboro PD Personnel that brings anyone into the station, aside from an arrestee, volunteer assisting in the station, or any investigative witness, or confidential informant (whose identity should not be gathered for safety or investigative reasons), shall fill out the log, with his/her name, name of the visitor, time of entry, purpose of visit, and time of departure. This log shall be periodically reviewed by the Chief or a division commander. **Under no circumstances do visitors enter the station unattended or enter without being logged in.**

III. PARKING LOT SECURITY

Station Security does not just start and end with the interior of the station building itself. It also includes the parking lot area in the front and rear of the station. Again, all personnel are responsible for the upkeep of station security. In regards to the parking lot, every sworn employee, while arriving at the station or leaving from it, regardless of time



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of day or night, shall make a conscientious attempt to survey the area to ensure nothing is askew before entering the building. This is as simple as having awareness of keen observation when traveling through these areas.