



DEPARTMENTAL
GENERAL
ORDER

Rev.
8 Apr 97

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Index as:
Police Administration Building Security
Security of Police Administration Building

SECURITY OF POLICE ADMINISTRATION BUILDING

The purpose of this order is to establish a policy regarding the security of the Police Administration Building.

I. RESPONSIBILITIES OF UNIT COMMANDERS

Commanding officers of all divisions and independent sections shall be responsible for the securing of their units during off-business hours or during periods when no one is in attendance.

II. RESPONSIBILITIES OF THE PATROL DIVISION

- A. The Patrol Division watch commander shall be responsible for the periodic security inspection of the entire Police Administration Building between the hours of 1800 and 0800 hours on weekdays and during the entire weekend.
- B. The investigation of any insecure conditions or suspicious persons reported by janitors or other personnel shall be the responsibility of the Patrol Division watch commander, who shall ensure that the incident is entered in the Daily Information Log (TF-643).

III. RESPONSIBILITIES OF ALL PERSONNEL

Whenever insecure conditions or suspicious persons are observed, personnel shall take appropriate action and report the matter to the Patrol Division watch commander.

By order of

Joseph Samuels, Jr.
Chief of Police