


 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 335
	Subject/Title: Public Safety Facility Guidelines		
	Issuing Authority: 	Issue Date:	Effective Date: 12/08/08
	Robert C. Haas Police Commissioner	Review Date:	Rescinds:
References/ Attachments:		Accreditation Standards:	

I. PURPOSE:

The purpose of this directive is to provide all members of this Department with a basic understanding of their responsibilities as it relates to the basic operations and security of the public facility located at 125 Sixth Street. It also describes members' responsibilities as it pertains to maintaining an orderly and professional appearance of the police facility and the surrounding grounds.

II. POLICY:

All members of this Department are expected to adhere to the directives contained within this policy at all times.

III. FACILITY AND GROUNDS:

A. Care of Building & Grounds: All members of the police department have a duty and responsibility to maintain the overall appearance and condition of the public facility and grounds, to include:

1. Not marring, marking, or defacing any surface in or around any department building. No material shall be affixed in any way to any wall in or around department buildings without specific authorization from a commanding officer.
2. Not marking, altering, or defacing any posted notice of the department. Notices and announcements shall not be posted on bulletin boards without permission of a commanding officer (except for the Police Association Bulletin Boards).

3. All members of the department have a responsibility to keep their work areas neat, clean, and presentable at all times.
4. If members of the department are sponsoring a meeting that is being held at the police station, all waste materials, newspapers, debris, or other foreign materials or objects shall be disposed of properly, and the area will be left in an orderly and presentable condition.
5. All materials that are subject to recycling, such as, aluminum cans, glass bottles, newspapers, and office papers are not to be disposed of in the general trash. These materials are to be deposited in those receptacles that have been specifically provided for each of the aforementioned materials.
6. It is the responsibility of all superior officers and supervisory personnel of the department to ensure that all members of the department keep the police station and surrounding grounds in good general condition, and that if any one is observed failing to abide by these rules, that corrective action be taken.
7. All superior officers and supervisory personnel have a duty to inspect the police station and those areas under their control to ensure that they are kept in a presentable condition at all times.
8. Members of the department shall not leave their personal belongings or equipment in any part of the station. All such belongings and/or equipment should be secured in the employee's locker or workspace that has been provided for such usage.
9. The mailboxes located in the main break room on the second floor are to be routinely inspected and cleared of all materials. Items should not be stored in these mailboxes.
10. All personnel are required to clear all areas where they have been working or eating once they have finished. No items should be left behind, once an individual has left the area.
11. Consumption of food is only permitted in the designated break areas within the facility, and unless specifically authorized by one of the commanding officers. Beverages may be consumed within work areas, meeting rooms, or classrooms (except for the computer training classroom). Great care should be exercised not to spill said beverages, and if a spill is to take place arrangements should be made to have it cleaned up as quickly as practical to do so.

- B. Lockers and Locker Rooms:** All personnel who have been assigned a locker or who use of designated locker rooms within the facility have a responsibility to keep the locker that has been assigned for their use neat and clean at all times.
1. Only those personnel who have been assigned a locker in either one of the two main locker rooms may enter or utilize the facilities in these two locker rooms, unless escorted by a superior officer of this department or when specific permission has been granted by a Commanding Officer.
 2. All assigned lockers are to be kept closed and locked when unattended.
 3. Clothing is not to be hung from the locker door, nor shall clothing be strewn or left about the locker room.
 4. Under no circumstances shall evidence and/or recovered property be stored in an officer's personal locker. (Refer to the policy concerning the proper handling of evidence and/or recovered property).
 5. At no time will a weapon be left unattended in an unsecured locker.
 6. All lockers are subject to inspection at any time at the direction of the Police Commissioner or Commanding Officer.
 7. All equipment and personal belongings shall not be left in the locker room unless properly stored within a locker or on the hooks provided for that purpose.
 8. Nothing shall be affixed to the exterior of any locker. All personnel shall refrain from placing any stickers on either the exterior or interior of the locker surfaces.
- C. Break Rooms:** The Break Rooms located on the 2nd, 3rd, and 4th floors of the police station are to be kept clean at all times. Once an individual has finished using this area, that person is responsible for clearing the area of any items which have been left around and to clean any equipment (such as the microwave oven or refrigerator) and any surfaces that had been used.
- D. Garage Area & Related Equipment:** Whenever departmental personnel are utilizing the garage area, they will be responsible for the following:
1. When parking in the garage area, only those members of the department who are authorized to enter the garage are permitted to park their personal vehicles in the garage area. All personnel who have elected to not pay for parking in

the garage or the offsite parking facility may enter or park in either location at any time.

2. When parking in the garage, all personnel are expected to adhere to all of the parking restrictions and limitations that have been established. No employee may leave his or her personal vehicles in an area that is not an established parking space.
3. When parking in the garage, all members of the department are expected to park within the designated parking spaces, and will not park their vehicle so that it takes up more than one designated parking space nor block other vehicles that are properly parked within the garage.
4. Officers are only permitted to use the equipment located in the garage area for official purposes.
5. If an officer uses a piece of equipment that is normally kept in the garage area, that officer is responsible for returning it to its proper place, at the completion of its use.
6. Officers shall keep the garage area clear of debris, and maintain an orderly condition of the area.
7. All garbage will be properly disposed of in the proper receptacles supplied for that purpose.
8. If there is a spill of some type, it is the responsibility of the officer involved to clear the area, or make the appropriate notifications (depending on the type of material spilled). If the area cannot be restored to its original state, the officer is responsible for reporting the condition to the duty Shift Commander.

D. Physical Fitness Room: The Physical Fitness Room (2nd floor of the Public Safety Facility) has been established for the exclusive use of the members of the Cambridge Police Department and the Cambridge Emergency Communications Department. No one than other those members who are in active duty status of these two departments may use the equipment in fitness room.

1. Members of the police department may not use the Physical Fitness Room during their normal scheduled working hours.
2. Whenever using the equipment, members of the department are expected to return all equipment back to its normal pre-used condition. In other words, if weights are removed from their storage areas, they are to be returned to the locations where they are normally stored.

3. Whenever using any of the equipment in the Fitness Room, the equipment should be wiped down and cleaned after its usage.
4. No one should leave any of his or her personal belongings in the Physical Fitness Room.
5. Anytime anyone notices that a piece of equipment may not be working properly, they should report any malfunctioning or broken equipment to the Academy/Certification Unit Commander. It will be that officer's responsibility to take the piece of equipment out of service until it has been repaired.
6. No one is to use any piece of exercise equipment that has been designated as being out of service.

E. Smoking Restrictions Around the Building:¹ Given the fact that the Public Safety Facility is a “smoke free building” and in keeping with the City’s policy concerning the use of tobacco products and smoking within public buildings, individuals wishing to use or consume tobacco products or smoke are required to adhere to the following guidelines:

1. No one is permitted to use or smoke any tobacco products within the Robert W. Healy Public Safety Facility under any circumstances.
2. A 25-foot “smoke free” buffer zone exists around the Robert W. Healy Public Safety Facility, which prohibits the use of tobacco products or smoking within this buffer zone.
3. Anyone wishing to use tobacco products or smoke around the Public Safety Facility may only do so in those designated areas that have been established on the opposite of Sixth Street.
4. When disposing of tobacco products, members of this department are expected to dispose of said products in those receptacles that have been established for that purpose. Such products should never be discarded other than into their proper receptacle.

F. Storage Areas: All storage areas throughout the police station are to be kept neat and orderly. Items are not to be placed into storage, unless they are normally stored in the location, or permission has been granted by a commanding officer to do so.

¹ Refer to the City’s Policy regarding “No Smoking Zones Around City Buildings” – copy attached.

1. Officers and employees placing equipment or supplies into storage will ensure that it is stored in an orderly fashion, so as not to interfere with egress into the storage area, and it does not interfere with the storage of other equipment or supplies.
2. Officers and employees will not store equipment or supplies in areas that are not intended for that purpose.
3. Officers and employees entering secured storage areas are responsible for making sure that the storage area is properly secured upon leaving the area.
4. Officers and employees are not permitted to remove equipment or supplies from storage areas, unless specifically authorized to do so.
5. Storage areas shall not be used to store personal equipment or belongings, unless specifically designed for that purpose or permission has been granted from a commanding officer.

IV. DEPARTMENT EQUIPMENT & PROPERTY:

- A. Use of Department Equipment:** All members and employees of the police department shall utilize department equipment only for its intended purpose and in accordance with established departmental procedures. They shall not abuse, damage, or misplace department equipment.
1. For purposes of clarification, department equipment also refers to all property owned or belonging to the police department, as well as any equipment that has been issued to any employee of the department, including but not limited to "initial issue" equipment and property.
 2. All department equipment issued to officers shall be maintained in proper order.
 3. Damaged or lost property due to carelessness, misuse, negligence, or intentional acts (or missions) may subject the responsible individual to reimbursement charges and appropriate disciplinary action.
 4. Damage or wear to police equipment or property that did not result from normal use may be subject to reimbursement and/or disciplinary action on the part of the individual involved.
- B. Care and Maintenance of Equipment:** Officers and members of the department who have been entrusted with department property and equipment shall be

responsible for maintaining the equipment in proper working order, and take sufficient care to ensure that it is not damaged, lost, stolen, or broken, either through intentional acts, misuse, negligence, or carelessness.

- C. **Converting Department Equipment for Personal Use:** Officers and employees shall not convert department equipment or property for their own personal use.
- D. **Damaged or Inoperative Property or Equipment:** Officers and employees shall immediately report any loss of, or damage to, department property assigned to or used by them. The individual's immediate supervisor will be notified of any defects or hazardous conditions existing in any department equipment or property and, if necessary, the supervisor shall take the proper action to correct or rectify the matter.
- E. **Reporting Accidents:** Accidents involving municipal personnel, property and equipment must be reported in accordance with department procedures.

V. GENERAL SECURITY OF THE POLICE STATION:

- A. **Duty and Responsibility:** It is the duty and responsibility of the Shift Commander to maintain the proper security of the police station at all times, to include the following:
 - 1. All doors to the police station, including internal security doors and doors to private offices that are not in use are to be secured after the regular business day, and at all times during nights, weekends, and holidays.
 - 2. It shall be the responsibility of the Shift Commander to inspect the building periodically during the course of his tour of duty to ensure that all exterior and interior doors that are to be secured are properly secured and security lighting is activated or turned off, as may be appropriate.
- B. **Security of Police Station Doors:** All of the exterior doors leading into the police station (with the exception of the front door) will be kept closed and secured at all times. The interior door off of the lobby will be kept secured at all times. At no time will these doors be left opened unless there is someone in attendance at the door.

- C. Use of Recording Equipment:** The station security cameras are set to record upon detecting any motion. They record on the digital recorder located at the communications desk. The digital recorder will activate 24 hours a day 7 days a week.
1. If for some reason the recording equipment malfunctions, or is not working properly, the Communications Officer will immediately notify the Shift Supervisor. If the situation cannot be corrected, then the Shift Supervisor will notify the Technical Services Unit Commanding Officer.
- D. Access to the Station by Visitors:** Entry beyond the lobby will be restricted to department personnel and visitors on official police business.
1. Officers and employees should escort visitors from the main lobby section of the police station and remain with the visitor at all times until escorted back to the lobby area.
 2. All maintenance personnel must sign in before being admitted beyond the lobby. Authorized maintenance personnel may be left unattended only if they are working in a non-secure area. They may not be left unattended when working in areas such as the evidence room, record's archive, or administrative offices.
- E. Security Key Locker:** Secured key locker is maintained in the vault area, located at the front desk. The key lockers is intended to hold those keys for the police station, other municipal properties, and other keys that come into the possession of the police department. The following procedures have been put into place as they pertain to these key lockers:
1. The key lockers are to be kept locked at all times.
 2. Only those individuals who have authorization may access any one of the key lockers.
 3. Only officers above the rank of lieutenant have the authority to grant permission for anyone to remove a key from the key locker. Anyone seeking a key within that locker must first obtain permission from one of these command officers.
 4. Once a key has been removed from either key locker, the locker is to be re-secured.
 5. Upon returning or placing keys into either key locker, the individual doing so is responsible for making sure that the key is placed on its designated hook.

Any time anyone enters either key locker, they are responsible for the organization and proper maintenance of the key locker.

6. If at any time, an officer or employee needs to get a spare key from either of the key lockers; it shall be the responsibility of the Shift Commander to determine what happened to the original key.
7. Any time an officer or employee becomes aware of the fact that a key is missing from the key locker, it shall be that person's responsibility to immediately notify the duty Shift Commander. It then becomes that Shift Commander's responsibility to begin an investigation for the purpose of determining the location of the missing key. If the missing key cannot be located by the end of the Shift Commander's tour, the Shift Commander will provide a written notification to the Operations Division Commander outlining the circumstances of how the key was discovered missing and what actions were taken to locate the missing key.

F. Periodic Checks of the Police Station: It will be responsibility of the Midnight Shift Supervisor to make ongoing periodic checks of the police station to ensure that all security measures and operational procedures are carried out in compliance with this directive.

1. If at any time the Shift Supervisor detects any problems with respect to any of the security measures or operational procedures, it is the responsibility of that officer to correct the situation.
2. If the situation is such that it is beyond the supervisor ability to correct a detected problem, then the matter will be referred to the Commanding Officer of the Administrative Section Officer to assess the situation and take those steps that are deemed to be appropriate.

VI. PARKING IN AROUND THE PUBLIC SAFETY FACILITY:

- A. General Guidelines:** All members of the police department are expected to adhere to all parking regulations in and around the public facility at all times. No member of this department is to use their official position with the police department to overstep or violate any parking restrictions in order to park around the public safety facility.
- B. Parking in the Public Safety or Off-Site Parking Facilities:** No member of this department may park in the underground parking garage of the Public Safety Facility or the off-site Parking Facility unless said employee has paid for said

parking privileges or is willing to pay the daily rate for the off-site parking facility.

- C. Observance of Parking Restrictions:** All members of the police department are to observe all parking restrictions that have been established for police vehicles at all times. All on-street parking for police vehicles is to be observed at all times by members of this department (see attached diagram for parking scheme around the building). At no time, may an employee park his/her personal vehicle in a designated parking space around the building, unless it has been designated for that officer's use of his/her police vehicle.
- D. Temporary Parking Spaces:** Temporary parking spaces have been set aside on Rogers Street near Sixth Street for short-term parking only. Only those officers who intend to leave their personal vehicles for less than ten (10) minutes may park their vehicles in these designated spaces. At no time may an officer park his/her vehicle or block the designated Handicap Space that has been established on Rogers Street, unless said employee has an approved Handicap permit or who has specific permission from a Commanding Officer (persons who are temporarily injured or require such reasonable access).
- E. Specific Parking Guidelines and Restrictions:** All employees are expected to observe all general parking guidelines and restrictions that have been established in around the public safety facility at all times. Refer to the attachment of this policy for all specific guidelines.