THURMONT POLICE DEPARTMENT

GENERAL ORDER	*Date Issued:* July 2, 2015	*Effective Date: July 2, 2015*	*Order No:* Chapter 37.3
Authority: Chief of Police *Gregory L. Eyler*			*Manual Page No:*
Subject: **Physical Facility Protection**			*Replaces Page No:*
Accreditation Standard:	*Distribution:* **ALL**	*Amends:*	*Number of Pages:* 4
Related Documents:			*Rescinds:* New Order

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of this policy is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical, and electronic protection of Criminal Justice Information (CJI). All physical, logical, and electronic access must be properly documented, authorized and controlled on devices that store, process, or transmit unencrypted CJI.

II. POLICY:

This Physical Protection Policy focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.

III. DEFINITIONS:

A. Physically Secure Location – is a facility, police vehicle, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems.

B. Visitors Access – a visitor is defined as a person who visits the Thurmont Police Department facility on a temporary basis and who is not employed by the department. A visitor will have no unescorted access to the physically secure location within the department where LEIN-based CJI and associated information systems are located.

IV. **Security Perimeter –** The Thurmont Police Department is a secured building. Exterior doors are posted directing all unauthorized persons to the main lobby entrance. After normal business hours the main lobby entrance is locked directing visitors to call for assistance. The police building is also equipped with interior and exterior security cameras with record and playback capability.

Physical Access Authorizations: The Thurmont Police Department maintains a list of personnel with authorized access to the police building. The list is maintained by the Administrative Coordinator with all individual authorizations approved by the Chief of Police.

Physical Access Control: The Thurmont Police Department's Receptionist and Officers shall control access by individuals visiting the police building and/or vendors performing a service.

Visitor Control: The Thurmont Police Department shall control physical access by authenticating visitors before authorizing escorted access to the building. Visitors shall be escorted and/or monitored at all times, except for public designated areas.

V. PROCEDURE:

A. Visitors Shall:

1. Check in before entering the secure areas of the police building
2. Visitors will provide a form of identification to the Receptionist or other TPD employee
3. A visitor's badge will be issued and a Visitor's Log will be maintained by the Receptionist.
4. The visitor's badge will be worn on the outer clothing of the visitor and collected after the visit is completed
5. Visitors will be escorted at all times while in secured locations of the building
6. Vendors and other service personnel will be escorted or monitored while in secured locations of the building

B. Authorized Physical Access:

1. Only authorized personnel will have access to physically secure non-public locations
2. Authorized personnel will consist of employees or other support personnel who have passed a background check and a fingerprint-based record check

C. Terminal Agency Coordinator (TAC):

The TAC serves as the point-of-contact for the Thurmont Police Department for matters relating to CJIS information access. The TAC administers CJIS systems programs within the agency and oversees the agency's compliance with FBI and CJIS systems policies. TPD's Administrative Coordinators serves as the agency's TAC.

VI. RECORDS SECURITY:

A. The Thurmont Police Department maintains a User Agreement with Maryland State Police for access to the Maryland Inter-Agency Law Enforcement System (MILES) and National Crime Information Center (NCIC) and National Law Enforcement Telecommunications System (NLETS).

B. Members of the Thurmont Police Department comply with Frederick County Technology Use Policy (revised October 8, 2009). This policy outlines acceptable and unacceptable uses of the County's software and computer networks.

C. Frederick County IIT staff supports the Thurmont Police Department's computers and have obtained clearance from background investigations and fingerprint-based record check to have non-escorted access while performing service in the police building.

D. The Thurmont Police Department also maintains a CJIS Criminal History Dissemination Log.

E. All police records are screened by the Administrative Coordinator and the Deputy Chief of Police to ensure prohibited records and information are not included in any case files and are appropriately shredded. All police files are then maintained in the Records File Room of the police building which is kept secured during non business hours.

DOCUMENT DATES :

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Review Date:
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Order Written By: Lt. P.A. Droneburg
Order Edited and Approved By: Chief Gregory L. Eyler

Accreditation Standards Included in this Order
CHAPTER