


<b>Haverford Township Police Department Operations Manual</b>		
<b>Issue Date</b> March 2023	<b>Review Date</b> March 2024	<b>Directive Number</b> <b>6.1.16</b>
<b>Accreditation Index:</b>		<b>Rescinds:</b> Directive 6.1.16 of February 2021
<b>Chapter:</b> Six – General Procedures		<b>Section:</b> One –Organization and Management Role
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: HEADQUARTERS BUILDING SECURITY**

**I. PURPOSE**

The purpose of this Directive is to define the security regulations covering the headquarters building to be followed by members of the Haverford Township Police Department.

**II. POLICY**

The policy of this Department is to promote awareness for the safety and security of all employees and citizens who make use of the building, as well as depend on these facilities. In order to protect the safety of all persons in the building and ensure the security of documents, equipment and other material, Department members shall observe these security procedures when entering and leaving the building, offices, or storage areas.

**III. PROCEDURES**

- A. Building security is the responsibility of all personnel.
- B. Only authorized persons are allowed in non-public areas of the Police Department.
  - 1. Non-authorized person(s) may be escorted by department personnel into a non-public area; however the escort shall remain with or have another member of the department remain with the non-authorized person(s) while in the non-public area.
    - a) Security of Cells and the Temporary holding area shall be controlled by Directive 3.1.1

C. Annually the Chief of Police shall issue a memorandum that identifies the police department facilities coordinator and a notification procedure for building/ facilities related maintenance or emergency maintenance procedures. (Appendage “A”)

D. Exterior Doors

1. Front Lobby Entrance – shall be open for public access from the hours of 07:30 to 16:00 hours – Monday through Friday
  - a) Exterior entrance leading to the interior lobby door shall be unlocked at all times.
2. Chief’s Office Door – is equipped with an electronic lock system and shall remain locked at all times.
3. Investigations Hallway Door – is equipped with an electronic lock system and shall be locked at all times. There shall be no public access to the building through this door.
4. Special Operations Hallway Door – is equipped with an electronic lock system and shall be locked at all times. There shall be no public access to the building through this door.
5. K9 Office Door – is equipped with an electronic lock and shall remain locked at all times. There shall be no public access to the building through this door.
6. Sally Port Door – is equipped with an electronic lock system and shall be locked at all times. Prisoners are to be released from custody via the Sally port door and escorted out of the securing parking lot.
7. Sally Port Garage Doors – are equipped with an electronic lock system from the exterior and manual controls from the interior. The sally port garage doors are to remain closed while loading prisoners into or removing prisoners from a police vehicle.

E. Interior Access

1. Lobby Interview Room- The door leading to the main hallway is equipped with an electronic lock and the door leading to the lobby is equipped with a key lock. These doors shall remain locked when the room is not in use.
2. Records Office
  - a) Entrance door shall be locked after normal business hours.

- b) Only personnel assigned to the Police Department shall be admitted to the records office.
  - c) Only members assigned to the Records Office, and other members with administrative duties, as determined by the Chief of Police shall be permitted into the General Records Room and Archive Storage Room.
  - d) Visitors, both members and non-members, shall not be permitted to enter the Records storage area unescorted.
3. Administration Conference Room- is equipped with a key lock and accessible from the Main Hallway and Administration Suite. This room shall remain locked when not in use.
  4. Administration Suite – is equipped with an electronic locking system and accessible from the Main Hallway and Investigations Office and shall remain locked when not in use.
    - a) The Administration Storage Room contains personnel files. The Administration Storage Room is accessible only to the Chief of Police, Deputy Chief of Police, or their designee.
  5. Investigations Unit Office - Hallway doors are equipped with an electronic lock system and is unlocked electronically Monday through Friday from 07:00 to 16:00 hours. This office shall remain locked when not in use.
    - a) The Investigations Unit Interview Room – is accessible from both the main hallway and the Investigations Office. Both Interview Room doors shall remain locked when not in use.
  6. Officer’s Report Room Closet – is equipped with a key lock and is used to store stationary and other equipment. Access is limited to supervisory personnel.
  7. Sergeant’s Office – is accessible from both the Officers Report Room where the door is equipped with a key lock and the Detectives Hallway where the door is equipped with an electronic lock.
    - a) The Sergeant’s Office Closet- is equipped with a key lock and is used to store equipment and files. Access is limited to supervisory personnel.
  8. Special Operations Unit - is accessible from the Special Operations Hallway and equipped with an electronic lock system and is unlocked electronically Monday through Friday 07:30 to 15:00 hours. This office shall remain locked when not in use.

9. Training Room – is accessible from the Special Operations Hallway and shall remain unlocked but may be locked as needed (i.e when sensitive materials are stored inside).
10. Roll Room Door is accessible from the Special Operations Hallway and equipped with a key lock and shall remain unlocked.
  - a) Gun cabinets inside the roll room shall remained locked at all times and unlocked only as necessary for securing and retrieving firearms and equipment.
11. Armory Door is accessible from the main hallway and equipped with an electronic lock and shall remain locked at all times.
12. Evidence Processing Room is accessible from the main hallway and equipped with an electronic lock and shall remain locked at all times.
13. Evidence Custodian’s Office is accessible from the main hallway and equipped with a key lock and shall remain locked when not in use.
14. The Evidence Room is accessible from the Evidence Custodian’s Office equipped with an electronic lock and shall remain locked at all times.
  - a) Security of the Evidence Room shall be controlled by Directive 3.5.2 Evidence Control
13. Special Operations Storage Room- is accessible from the main hallway and contains uniforms and equipment maintained by the Special Operations Unit. This room is equipped with a key lock and shall remain locked at all times when not in use.
13. K9 Office – is accessible from the main hallway and access is controlled by an electronic locking system. The K9 Office shall remain locked at all times.
14. Animal Control Office – is accessible from the main hallway and access is controlled by lock and key. The animal control office is to remain closed and locked when not in use.
13. Arraignment Hallway- is equipped with an electronic lock and connects the main hallway to the Holding Cells Area.
  - a) The Temporary Holding Interview Room is accessible from the arraignment hallway. As the arraignment hallway is secured by electronic lock, the temporary holding interview room may remain unlocked and open and may be locked if the need arises.

14. Temporary Holding Area – is accessible from both the sally port and the Holding Cells Area. The door leading to the sally port is controlled by electronic lock and shall remain closed and locked at all times when not in use.

#### **IV. SECURITY SYSTEMS**

##### **A. Locking Systems**

1. The Department uses several different types of locking systems throughout the building to include electronic locking systems, combination locking systems and key only locking systems.
  - a) Members shall access areas secured by the electronic locking system by entering their badge number on the number pad or by swiping their access card.
2. Combination lock codes shall be kept confidential by all members of the Department.
  - a) Combination locks are issued to all sworn members of the department. If a sworn member of this department chooses to keep their duty issued handgun(s) in their personal locker, they shall lock their duty handgun(s) in the gun locker within their personal locker with the department issued combination lock.
3. Keys for the buildings locking systems shall not be duplicated by any member without the authorization of the Chief of Police or his designee.

##### **B. Alarm Systems**

1. Fire Alarm System
  - a) The control panel for the fire alarm system is located in Closet in the Main Hallway.
2. Fire Alarm Procedures
  - a) When a fire alarm is activated, Delcom shall dispatch the district unit, a supervisor, and the Fire Department to investigate the alarm activation.
  - b) An incident number shall be assigned.
  - c) The dispatched supervisor shall determine whether or not it is necessary to obtain entrance to the area to be investigated. The dispatched supervisor shall notify the Duty Lieutenant in the event access is needed to a locked office to facilitate access.

- d) In the event of a fire in the temporary holding or holding cell areas, the emergency evacuation plans posted on the wall shall be followed.
  - 1. Evacuate all prisoners by securing them in a police vehicle in the sally port. Pull the police vehicle onto the Manoa Road side of the parking lot.
  - 2. All others in the temporary holding or holding cell areas may exit the building through the sally port and move to the Manoa road side of the parking lot.
- e) In the event of a report of a founded fire, the designated additional fire apparatus shall be dispatched.
- f) The Duty Commander and the Deputy Chief of police shall be notified in the event of a fire in the building.

**BY ORDER OF THE CHIEF OF POLICE**

## APPENDAGE A



**Haverford Township Police Department**  
1010 Darby Road  
Havertown, Pennsylvania 19083  
Phone: 610-853-1298 Fax: 610-853-3481

**John F. Viola**  
Chief of Police

TO : All personnel  
FROM : Chief John F. Viola  
SUBJECT: Facilities Coordinator and Maintenance Procedures  
DATE : December 19, 2022

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Sgt. Shant Bedrossian is the department's authorized facilities coordinator. Generally all maintenance problems and requests shall be sent to the facilities coordinator. Additionally the below designated personnel shall be the point of contact for issues with their assigned building areas.

Sgt. Shant Bedrossian – facilities, door locks and keys

Richard Maclary – Information technology, including building cameras and Alert

Officer Anthony Marchesani – Gym

Emergency and after hours facilities maintenance contact protocol.

1. Information Technology, building cameras, ALERT, etc. - All emergency IT issues shall be directed to Richard Maclary at 610-496-1118
2. Plumbing - Notify Sgt. Bedrossian and then if directed contact Nichols Plumbing at 610-449-2700
3. Electrical - Notify Sgt. Bedrossian and then if directed contact Township Public Works Director Dan Mariani at 484-571-2697
4. Damage to building and roof leaks
  - a. Notify Sgt. Bedrossian for guidance

Notifications shall be made by the Supervisor on duty and shall include notification of the Duty Commander.

A handwritten signature in cursive script that reads "John F. Viola".

**John F. Viola**  
Chief of Police