

Cobb County Police Department

Policy 3.01

INTERNAL SECURITY

Effective Date: April 15, 2018	Issued By: Chief M.J. Register
Rescinds: Policy 3.01 (November 1, 2017)	Page 1 of 4
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish a system for internal security of all Cobb County Police Department facilities and the protection of the civilian and sworn personnel while in those facilities.

I. POLICY

All personnel of the Police Department are responsible for maintaining the security of Police Department facilities. Any employee observing suspicious persons or activities in or around Police Department facilities shall immediately notify a supervisor.

II. GENERAL SECURITY OF FACILITIES

A. Doors

Secured doors, which are regularly kept locked, shall not be propped open or otherwise compromised. An exception to this rule may be made when:

1. Large items (furniture, large items of evidence, etc.) must be moved through a secured door.
2. The HVAC system is not properly working, or some other type of health hazard exists, where doors must to be left open to allow for ventilation.

Should a secure door need to remain open, an employee should provide constant monitoring during the time the door(s) are opened. The door(s) must be promptly re-secured once the reason no longer exists.

B. Keys/Card Key System

Each employee is responsible for custody and control of keys (electronic or otherwise) issued to him for access to Police Department buildings, offices, and other secure areas.

1. No employee shall duplicate an issued key without permission from his supervisor. No employee shall cause to be duplicated, any issued card key.

2. Loss of any issued keys/card key shall be promptly reported to the employee's supervisor.
3. The supervisor shall maintain a record of issued keys. The Permits Unit shall maintain a record of issued card keys.

C. Identification

Each employee will be issued a Department identification card that contains, at a minimum, the employee's name and photograph. Employees entering the secure area of any Cobb County Police Department facility, who are not in a Cobb County Police uniform, are required to have on their person either their Cobb County Police picture I.D. or their Cobb County Government picture I.D.

III. DETAINEE

- A. Any detained person who is brought into a Police Department facility shall remain in the physical custody of the detaining officer. The term "detaining officer" shall mean the arresting officer or another officer who subsequently takes custody of the detainee.
- B. No detaining officer shall leave a detainee unsupervised at any time while inside a precinct or other police facility, unless the detainee is in a secured temporary detention room.
- C. It is the preferred method of the Department that prisoners remain handcuffed at all times (unless secured in a temporary detention room). However, there are certain circumstances when a prisoner may not be handcuffed, such as Intoxilyzer testing or other processing. Therefore, while interacting with prisoners in unsecure processing or testing areas, officers will ensure that all weapons are properly fastened in their holsters, or placed in a secure location not accessible to prisoners. Additionally, officers will have their portable radios immediately available.

IV. VISITORS

- A. All visitors to police facilities should remain in the lobby until they can be escorted in by an employee.
 1. Visitors should not be allowed to travel about Department facilities unescorted.
 2. Any employee who has a visitor in any Police Department facility shall be responsible for the actions of that visitor and shall remain with the visitor throughout the stay, or provide an appropriate escort.
- B. If an employee observes a person in any Police Department facility whom the employee does not recognize and who is not escorted by a member of the

Department, the employee should ask that person for identification and a statement of purpose.

V. CASH HANDLING

The only units authorized to accept and disperse cash funds are the Records Unit and the Permits Unit. Only individuals assigned to those units will be authorized to accept and disperse monies on behalf of the unit. For more information on cash handling see the Cobb County Finance Department's "Cash Handling Manual."

VI. USE OF CUSTODIAL INMATE LABOR AT POLICE FACILITIES

All personnel involved with supervising inmates shall read the rules and regulations set forth in the Inmate Supervisor Orientation Handbook issued by the Cobb County Sheriff's Department Prison Unit.

- A.** Inmates should be checked prior to each transport to ensure that they are not in possession of any contraband.
- B.** Inmates will be assigned to a "supervisor" to report to and receive assigned tasks. The "supervisor" will be a sworn officer, but does not have to be a Department supervisor.
- C.** Each inmate will report to his "supervisor" at regular intervals to verify his presence.
- D.** In addition to the restrictions set forth by the Prison Unit, inmates will not socialize with Department personnel, watch television, or use fitness equipment while working at a police facility.
- E.** Inmates should not be outside a building without direct supervision of an officer.

VII. CONTROLLED SUBSTANCES, WEAPONS, AND EXPLOSIVES

Certain units may have the need for maintaining controlled substances, weapons, or explosives for investigative or training purposes.

- A.** If these items are obtained from an agency that has specific security and accountability procedures (e.g. – ATF regulations on the storage of explosives), then those procedures will be followed.
- B.** If these items are obtained from forfeited property, the following procedures will be followed:
 - The item(s) will be recorded in agency records
 - Item(s) should be stored in a secure area when not in use
 - Only authorized persons should have access to the item(s)

- All expenditures should be documented
- C. If items can not be located or a discrepancy is noted, the unit commander will be notified immediately.

VIII. DEPARTMENT COMPUTERS

A. Software

Employees shall not manipulate or alter current software running on County-owned mobile, desktop, or handheld computers, unless approved by Information Services. This does not preclude employees from using software for its intended purpose.

B. Data Disks

Before opening files on portable data disks, employees should scan the incoming disk(s) for viruses by using the approved anti-virus software installed on the local personal computer. The program can be set to immediately scan only the specified disk. Data disks of an unknown origin should only be introduced into computers by the High Tech Crime Squad.