General Order

Houston Police Department

ISSUE DATE:	NO.
August 2, 2016	600-19

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 600-19, dated December 29, 2010

SUBJECT: POLICE HEADQUARTERS SECURITY

POLICY

Employees shall follow the guidelines and procedures outlined in this General Order for safeguarding the Houston Police Department Edward A. Thomas Building (Police Headquarters) located at 1200 Travis. Employees shall comply with all instructions given by members of the HPD Night Command/Security Operations Division.

The department's Night Command/Security Operations Division shall ensure its standard operating procedures comply with City of Houston Executive Order No. 1-37 Revised, *Security on City Premises*.

This General Order applies to all employees.

1 GARAGE ENTRY AT THE HOUSTON POLICE DEPARTMENT EDWARD A. THOMAS BUILDING

Vehicles

Employees with department issued identification (ID) access and authorization to park in the garage may enter vehicles via Polk or Milam streets. However, anyone parking in the lower levels of the parking garage shall use the Polk Street entrance *only*.

Visitors and employees without ID access to park in the garage shall enter vehicles only via Polk Street to confirm authorization and obtain entrance.

Only one vehicle is allowed through a security entry gate at a time. Employees shall not bypass a security barrier by following behind another vehicle that has opened the gate (also known as "piggybacking") without first scanning their ID at the security card swipe device to obtain authorized access. Employees shall not lend their ID to another person to bypass a security barrier.

Pedestrians

Authorized pedestrians entering the garage shall use only the Polk or Dallas street entrances.

2 BUILDING ENTRY AT THE HOUSTON POLICE DEPARTMENT EDWARD A. THOMAS BUILDING

All employees are responsible for adhering to the Criminal Justice Information Services (CJIS) policies outlined in General Order 800-06, **CJIS Compliance** and following the guidelines and procedures outlined below:

Employees

Except as noted below, all employees and all contractors, temporary workers, volunteers, and interns shall enter Police Headquarters via the employee entrance on the west side of the building (facing Milam Street).

While on police property, all persons issued an official Police Department identification shall wear it prominently displayed to the front of their person at or above the waist so that the photograph and name are easily visible. Only classified, uniformed officers are exempt from this requirement. Employees and other persons noted above without official identification shall sign in at the employee entrance and receive a temporary identification tag to wear while at Police Headquarters.

Employees who are on *Relieved of Duty at Home* status shall enter Police Headquarters via the Travis Street public entrance, go through security screening, and obtain a "Visitor" identification tag, which shall be displayed and returned as noted in the "Visitors" subsection below. Internal Affairs classified personnel shall escort the employee at all times to offices in which the employee has business. Internal Affairs may extend this escort requirement to any employee as needed.

Visitors

Visitors entering Police Headquarters as pedestrians shall enter via the Travis Street entrance. After passing security screening, visitors shall be issued a "Visitor" identification tag, which shall be worn at all times while on police property. The visitor tag shall be prominently displayed to the front of their person at or above the waist and returned to the Night Command/Security Operations officer working the exit desk upon leaving.

All visitors shall be escorted if their intended destination is within the secured areas of the Houston Police Department Edward A. Thomas Building. It is the responsibility of all employees to ensure that visitors are on the proper floor. If any visitor refuses to comply with an employee's instructions, the incident shall be reported to the Night Command/Security Operations personnel.

Prisoners, Suspects, and Persons of Interest

Officers shall receive authorization from the concerned division prior to bringing prisoners, suspects, or persons of interest to Police Headquarters. The escorting officer shall sign in these persons at the employee entrance security desk.

All prisoners, suspects, and persons of interest shall be escorted by an officer at all times. Escorting officers shall use the freight elevator when available. However, if a prisoner, suspect, or person of interest has to be taken to a division using the public elevators (e.g., freight elevator not in operations), the escorting officer shall not allow any other person into the elevator with the officer and the prisoner, suspect, or person of interest while going to the designated floor.

3 POSSESSION OF FIREARMS AT POLICE HEADQUARTERS

Firearms are prohibited on City of Houston premises, except as provided by applicable federal or state law. A person who is not a law enforcement officer and who holds a license to carry a handgun may carry a handgun into Police Headquarters only in areas accessible to the public (ground floor only). However, prior to entering a restricted area of the building, a person with a license to carry a handgun shall be required to secure any firearm in his or her personal vehicle or in a gun locker provided at the police facility.

See also General Order 400-05, **Firearms Qualification and Control**, for the section that outlines additional restrictions for City employees who are not police officers.

4 RELATED GENERAL ORDERS AND REFERENCE MATERIAL

200-05, **Parking Regulations and Release of Towed Vehicles**
400-05, **Firearms Qualification and Control**
800-06, **CJIS Compliance**
City of Houston Executive Order No. 1-37 Revised, *Security on City Premises*

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