



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

GENERAL ORDER 80
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I.D. NUMBER:329

Chief of Police

CONCORD POLICE HEADQUARTERS

A. POLICY

In January of 1997, the Concord Police Department occupied a new facility, a facility designed by the public and for public use, to be occupied by employees and volunteers of the Concord Police Department. The slogan for the building, selected by members of the Police Department's participative management task force, is "Realizing the police mission through community partnerships." This General Order sets out general procedures and policies for the utilization of this facility. Additional general orders cover in more detail certain aspects and policies of the new facility.

B. NAME

1. The police facility shall be known as the Concord Police Headquarters.

C. LOCATION

1. 1350 Galindo Street, Concord, California 94520.

D. MAILING ADDRESS

1. The mailing address will change to 1350 Galindo Street, Concord, California 94520. Incoming and outgoing interoffice mail for the police department will continue to go through the City Hall Mail Room. Other mail directly from the Post Office or other delivery services will be delivered to the Records Bureau or Community Service Desk. Receiving personnel will sort the mail and place it into slots in the rear hallway outside Records for pick-up by division clerical staff.

E. GENERAL SECURITY

1. The new Headquarters is designed to separate public areas from areas where secure police activity is conducted. Entrance into the secured areas during business hours is monitored and controlled by staffed positions, or card key access. During non-business hours, access to secured areas is via coded keys that log when entered/exited and the date and time of the activity. (See General Order No. 73, "Police Building Access, Use and Security," for additional details.) The public should not be in the secured area unaccompanied.

F. EMPLOYEE ENTRANCE AND EXIT

1. The facility is designed for employee entrance and exit at the rear of the main building (east). Entrance to the building and the rear secured parking lot will be via electronically coded card keys. These cards are individualized to employees, including volunteers, and shall be in the possession of all employees while inside of the facility. Supervisors and Command personnel are responsible for enforcing this provision. These coded keys also allow passage into specific areas in the building depending on the security level of the employee or volunteer. Entrance and exit by individuals wearing the coded key is

logged on a central logging system located in the main computer room. (See General Order No. 73, "Police Building Access, Use and Security," for additional details.)

G. CODED KEYS

1. Employees or volunteers who lose, misplace or have card keys stolen shall immediately notify Communications-Dispatch and then notify Administration Division during regular business hours. Loaning or borrowing coded keys is strictly prohibited. Retain your present key. In addition, you will be issued a general level key for headquarters because all entry doors are key coded.
2. Issuance, amendment, and termination of the electronically coded security keys shall be the responsibility of the persons occupying the below listed positions:
 - .1 Investigations and Administration Division Commander (Security System Director).
 - .2 Systems & Programming Manager (Security System Manager).

H. PARKING

1. Employee parking is designated in the rear secured lot. Limited space is available in the front of the building, and therefore these spaces are reserved for visitors. Employees shall park only in designated areas. Space for parking official police vehicles is in the rear of the building. All marked police vehicles, as well as Command Officer vehicles, have designated parking stalls. Unmarked vehicles, police motorcycles, the SWAT van and special use vehicles are designated to a specific parking area.

I. WALL DECORATIONS AND ORNAMENTATION

1. Wall decorations and ornamentation shall occur only in designated areas. Notices and memorandum will no longer be randomly taped or otherwise hung on facility walls except at specified locations. Pictures and posters will be framed and hung only in designated areas. The reason for this provision is that the walls are not wood stud walls, as in the previous facility, and therefore will not support hangings or ornamentation.

J. SPECIAL USE AREAS

1. Locker rooms - Male and female locker rooms are available for the use of police personnel including cadets, interns, CSO (Community Service Officers), CS (Community Specialists) and uniform volunteers. The intent is for all employees to have lockers. Lockers need to be locked when not in immediate use. Uniform employees are encouraged to leave uniforms in their individual locker. Most lockers are equipped with an electrical strip for charging of equipment and for the use of electronic items. Items will not be displayed outside the individual lockers including vests, shoes, boots, photographs, and clothing - including workout clothing.
2. Records area - Records is off limits to all non-records personnel with the exception of command level officers. Special service areas separate from the public area have been set up for providing service to all non-records personnel.
3. Evidence Drying Room - (See General Order No. 53, "Property and Evidence Manual," for specific details on the handling of evidence and property.)
4. Laundry - Dry Cleaning Room - A laundry-dry cleaning room is located just off the main employee entrance in the rear of the building. The City has put out requests for proposals for laundry and dry cleaning services for police personnel in an effort to get the lowest possible costs for uniform cleaning. Individuals who utilize this service are responsible for payment.

5. Workout Facility - The facility workout room is for the use of police employees; others may utilize the facility with the expressed written approval of police management. Anyone using the workout facility does so at his or her own risk. The workout facility will NOT be used as passage way between the main Uniform Division rear entrance and the Locker facilities.
6. Utility Coffee Areas - Each major area (Investigations, Administration, Chief's Office) within the building has a designated utility coffee and refreshment service area. These areas shall be kept clean and neat. The care and cleaning of these areas are the responsibility of the personnel assigned and using the facility. Command personnel assigned to the major area are responsible for making sure the areas are kept clean and neat.
7. Departmental Break Room - A facility break room is located on the third floor next to the department training room. Employees who use the break room are responsible for cleaning up after themselves. The City janitorial staff will NOT clean the department break room. (They should do general cleaning in this area.)
8. Conference and Meeting Rooms - See General Order No. 73, "Community Rooms And Conference Rooms Usage And Rules," for details.
9. Communications Break Room - A special Communications break room has been designed as a part of the community complex. This room is off-limits to all non-communications personnel unless specifically authorized by the Communications manager or on-duty senior dispatcher.
10. Smoking Areas - The building is a non-smoking building, which includes the terrace areas. Smoking is allowed only in specifically posted areas outside the building.

K. BUILDING INSPECTIONS

1. An annual staff inspection of the Police Headquarters shall be conducted and shall encompass all areas of the building and all auxiliary structures.
 - .1 The Police Department Internal Operations Manager shall be responsible for coordinating the annual inspection. He/she will be assisted by designated representatives from the various divisions of the department.
 - .2 The inspection staff shall have access to all areas of the facility for inspection purposes.
 - .01 Areas normally restricted to specific personnel shall only be inspected by an individual who has access to the area in question as authorized by the rules and regulations of the Police Department.
 - .02 Managers and supervisors shall direct department members under their command to cooperate with the inspection staff in order to ensure a smooth and complete inspection of the police facility.
2. Scope of Inspection
 - .1 Members of the inspection staff shall be assigned designated areas of the police facility.
 - .2 The inspection will focus on structural conditions, equipment serviceability, and overall cleanliness of the facility.
 - .3 Members shall document their finding on the inspection report form that is provided by the Internal Operations Manager.

- .01 Upon completion of their respective inspections, members shall submit the complete inspection forms to the Internal Operations Manager.
3. At the conclusion of the inspection, the Internal Operations Manager, with input from the inspection staff, shall prepare a written report of the staff's findings. The report will be forwarded to the Chief of Police and the Investigations and Administrative Services Division Commander. The report shall include:
 - .1 Areas/items inspected.
 - .2 The condition of the areas/items inspected.
 - .3 Conditions and items in need of repair, maintenance or replacement.
 - .4 The time frame in which the deficiencies will be corrected.
4. The Internal Operations Manager shall be responsible for ensuring the identified deficiencies are corrected.
 - .1 Repairs that require the services of the Maintenance Services Department shall be facilitated by means of a work order.
 - .2 Work to be completed by an outside vendor may be facilitated through the Maintenance Services Department, or by dealing directly with the vendor.
 - .3 The Internal Operations Manager shall conduct a follow-up inspection to ensure that the proper corrective measures have been completed.
 - .01 If a noted deficiency cannot be corrected within a reasonable time frame, the Internal Operations Manager shall submit a written report to the Investigations and Administrative Services Division Commander.
 - .02 The Investigations and Administrative Services Division Commander shall take the necessary steps to facilitate the correction of the noted deficiency.
5. Department managers and supervisors are responsible for the day-to-day monitoring of the structural condition, maintenance and cleanliness of their work units.
 - .1 Managers and supervisors shall report those deficiencies that cannot or should not be corrected by unit members to the Internal Operations Manager.
 - .2 The Internal Operations Manager shall take the necessary action to have any reported deficiencies corrected.