

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

ACCESS CONTROL
SUBJECT

DATE: January 24, 2008

NO: E-4

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Access Control
Facility Keys
Issuance of Keys
Issuance of Cores
Sonitrol Access Cards

I. PURPOSE

To establish and implement an effective access control policy; to provide legitimate access to all Stockton Police Department personnel; establish procedures for issuing/returning of keys and Sonitrol Access Cards; establish record keeping responsibilities and issuing authority.

II. POLICY

It shall be the policy of the Stockton Police Department to require all divisions to utilize the procedures established herein as to maintain department key and lock integrity.

III. PROCEDURE

A. Access Controller

It shall be the responsibility of the Equipment Coordinator of the Personnel and Training Section to be the Access Controller for the Stockton Police Department's keys, cores, and Sonitrol Access Cards.

B. Access Controller Responsibilities

1. Record Keeping

The Access Controller shall maintain records on the following:

- a. The TMS (Training Management System) will be used to document keys issued and personnel responsible for those keys.
- b. The location of all cores under a specific core marking will be entered into TMS.

2. Issuing Keys/Sonitrol Access Cards

- a. The Access Controller shall:
 - (1) Verify what key/Sonitrol Access Card operates the locks in the security level appropriate for said employee.
 - (2) Ensure the employee's information has been entered into TMS and if not, the Access Controller shall enter that employee into TMS.
 - (3) Document the key/Sonitrol Access Card number into TMS.

TMS will automatically enter the time and date of issuance.

3. Returned Keys and Sonitrol Access Cards

- a. Upon receipt of an employee's key(s) or Sonitrol Access Card, the Access Controller shall:
 - (1) Record the keys returned into TMS and make them available to be issued.
 - (2) File returned keys or Sonitrol Access Card.
- b. Upon separation from the Department, employees are required to turn in their keys/Sonitrol Access Cards and I.D. cards. Employees who fail to turn in the appropriate keys/Sonitrol Access Card and I.D. cards are subject to having their last check held.
- c. The Access Controller shall inform the Chiefs Office of the employees separation so the Sonitrol Access Cards can be deactivated.

4. Adding a New Core

- a. Enter the core number and date of installation in TMS.
- b. Enter the new core number and the location of the new installation.
- c. Supply maintenance personnel with the core for installation.
- d. File old core.
 - (1) If core is damaged, assess core to determine if it can be repaired. If repairable, send out for repair.
 - (2) Damaged cores shall be destroyed.

5. Changing a Core

- a. Enter the new core number; enter location and/or door number and date. Delete the old core number and enter the date of removal
- b. File core in appropriate location.

6. Inventory and Ordering Keys

- a. The Access Controller will check on keys and order when necessary.
- b. All orders will be submitted by the Access Controller.
- c. Keys will be delivered to the Access Controller.

C. Division/Section Commander's Responsibilities

It will be the responsibility of the Division/Section Commander or his/her designee to ensure that the following procedures are adhered to during personnel transfers and the hiring of new employees:

1. Key/Sonitrol Access Requests

a. Notify the Access Controller that a new employee needs key/Sonitrol Access Card:

- (1) Employee's name and I.D. number.
- (2) Facility employee needs to access

2. Transfers/Resignations/Terminations

a. Notify Access Controller in advance as to transfers, resignations and terminations in their Divisions/Sections.

D. Department Personnel Responsibilities

1. Agreement

a. Department personnel will not loan their key(s)/Sonitrol Access Card to anyone under any circumstances.

2. Lost Keys

a. Department personnel will notify their supervisor immediately if their key/Sonitrol Access Card is lost or stolen.

- (1) Employee will make a lost/stolen report (S.I.R.), including the type of key/Sonitrol Access Card and the key/Sonitrol Access Card number. This information must be supplied to the employee's supervisor and the Access Controller.