CITY HALL SECURITY

101.01 The Wichita Police Department is responsible for providing security service to City Hall at all times.

101.02 The Security Section shall be the primary responders to all calls for assistance at City Hall.

101.03 R When Emergency Communications receives an alarm from, or is notified of a disturbance at any location within City Hall, Security Officers shall immediately be dispatched to the location of the alarm or disturbance to assess the situation. If additional assistance is needed, detectives will be requested and dispatched. If further assistance is needed patrol officers will be requested.

101.04 Any member of the Department who receives a phone call requesting assistance within City Hall shall obtain the following information and immediately relay it to the 911 dispatcher:

A. The location, including Department name and floor number, of the complainant making the request;

B. The nature of the incident, number of persons involved, and the presence/absence of weapons;

C. The name and phone number of the caller.

GENERAL DUTIES OF THE SECURITY STAFF

101.05 R Security personnel assigned to City Hall shall be responsible for the following tasks:

A. Control access to the building by unauthorized persons;

B. Screen visitors entering City Hall to ensure that prohibited items do not enter the building;

C. Assist citizens with directions and information as they visit City Hall;

D. Properly document incidents that occur on the campus of City Hall or anywhere security personnel are assigned. Security personnel will prepare Police Department incident reports for cases occurring at locations where security personnel are officially on duty. Any citizen requests to make a report over the phone will still be handled by Case Desk.

E. Relay messages received for off-duty officers. If a member of the Department requests the home address and/or home phone number of another member of the Department over the telephone, the Security member shall request the caller's home phone number and personal ID number to verify it with a seniority roster. If the caller's information is correct, the request will be granted;

F. Forward any citizen requests he/she receives for vacation home watch to the appropriate patrol substation in which the citizen's home or business is located;

G. Monitor the INET-7 alarm and access system as well as the Integral video camera system for various City of Wichita facilities. In the event of a verified alarm at any monitored facility, the on-duty Security Officer will contact 911 Communications to dispatch Field Services personnel to check the facility.

CITY HALL SECURITY STAFF DUTIES

101.06 R Security staff assigned to City Hall duty shall be responsible for the following tasks:

A. Become familiar with City of Wichita Administrative Regulation 5.3 and 5.5 – City Hall Security and Emergency Procedures and administer provisions of this AR as directed.

B. Control access to the building through the atrium and tunnel dock door entrances. Business hours to City Hall have been established from 0730 to 1730, Monday through Friday by the Wichita City Council. During hours other than the normal hours of business, persons who do not have City Hall security access will not be allowed into the building except to attend a meeting that has been scheduled in advance, or to attend an open City Council Meeting as directed by the Kansas Open Meetings Act [KSA 75-4317].

C. Ensure that all after-hours visitors without appropriate City Hall access sign in and out of the Security Log. All after hours visitors will be escorted to and from their destination by an employee of City Hall with the appropriate access. The exception to sign-in and escort requirements will be for scheduled open meetings that have adequate security provided to monitor the building. On-duty police personnel and uniformed firefighters need not sign in.

D. Handle after hours calls for Animal Control forwarded by Emergency Communications as well as after hours calls regarding smoking violations and intercom calls received from patrol substations.

E. As per Administrative Regulation 5.5.I, information on all after hour meetings will be provided to the Security Section 48 hours prior to the meeting. Officers shall ensure that this information is entered in the Meeting Log maintained at the Security Desk for reference.