



GENERAL ORDER NO. 4.1: SECURITY FOR COMMONWEALTH OWNED/CONTROLLED BUILDINGS, PROPERTY, EMPLOYEES, AND VISITORS			
ISSUE DATE: AUGUST 28, 2006		EFFECTIVE DATE: SEPTEMBER 1, 2006	
		EXPIRATION DATE: UNTIL AMENDED/RESCINDED	
DISTRIBUTION: ALL PERSONNEL	AMENDS:	RESCINDS: GENERAL ORDER 4.25, DATED AUGUST 5, 2006 AND ALL BUILDING GENERAL ORDERS	REV #
REFERENCE: PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION: CHAPTER 2, SECTION 1			
CALEA ACCREDITATION: CHAPTER 41			

4.1.1 PURPOSE

To establish policies and procedures for protecting the security of Commonwealth owned/controlled buildings and property within the jurisdiction of the Pennsylvania Capitol Police. The Capitol Police have jurisdiction in State Office Buildings located in Philadelphia, Harrisburg, Scranton, and Pittsburgh.

4.1.2 POLICY

The Capitol Police shall be responsible for the protection and safeguarding of Commonwealth owned/controlled buildings, grounds, and their contents/assets. The Capitol Police shall be responsible for protecting and safeguarding Commonwealth employees and visitors from harm and criminal activities.

4.1.3 PROCEDURE

A. Definitions:

1. Physical: The actual bodily presence of an Officer at a particular place and time.
2. Core Buildings:
 - a. Main Capitol Building
 - b. Matthew J. Ryan Building
 - c. Capitol East Wing
 - d. North Office Building
 - e. K. Leroy Irvis Building
3. Non-Core buildings:
 - a. Philadelphia State Office Building

- b. Pittsburgh State Office Building
- c. Scranton State Office Building
- d. Samter Building, Scranton
- e. Labor and Industry Building, Harrisburg
- f. Health and Welfare Building, Harrisburg
- g. GSA Building, Harrisburg
- h. Agricultural Complex, Harrisburg
- i. Harristown Complex, Harrisburg
- j. Forum Building, Harrisburg
- k. State Museum, Harrisburg
- l. Rachel Carson Building, Harrisburg
- m. Finance Building, Harrisburg
- n. Keystone Building, Harrisburg
- o. Northwest Office Building, Harrisburg
- p. Forster Street Office Building, Harrisburg

B. Procedures and Duties

1. Normal business operating hours of Commonwealth owned/controlled buildings in Harrisburg is from 0700 to 1800 daily and from 0700 to 1800 for the core buildings except on Saturday, Sunday, holidays, emergency closings and unless otherwise directed. The Scranton State Office Building and the Samter Building hours of operation are 0730 to 1730 hours. The Philadelphia State office building hours of operation are 0800 to 1700 hours. The Pittsburgh State Office building hours of operation are 0800 to 1700 hours. Philadelphia, Pittsburgh and Scranton's weekends, holidays, emergency closings, etc. are the same of the buildings in Harrisburg.
2. All authorized visitors or employees must produce a valid identification for access to these buildings when closed to the public.
3. The government of the Commonwealth of Pennsylvania collects, stores and maintains information in document and computerized form. The Capitol Police is responsible for

protecting that information from a breach of confidentiality so that only those persons entitled by law to receive such information do so, under appropriate circumstances and authority.

- a. The Capitol Police shall immediately report any discrepancies that are listed but are not limited to:
 - (1) Unusual incidents
 - (2) Suspicious and criminal activity
 - (3) Suspicious persons
 - (4) Fire
 - (5) Smoke
 - (6) Leaking pipes
 - (7) Standing water or
- b. Other types of peril that compromises the assets of the Commonwealth of Pennsylvania to the Communication Center that is either observed by the Officer or reported to the Officer.
- c. The Communication Center officer shall either contact or report any incidents/discrepancies requiring the attention of either the Bureau of Facilities Management, Department of General Services or the appropriate agency emergency contact according to established policy and procedure. **See General Order 4.14, Emergency Procedures. NOTE: The Emergency Contact List is located on the CPINFO Network. All bureau personnel have access to the CPINFO Network.**
- d. The Capitol Police shall enforce good order in Commonwealth buildings and grounds. Persons observed committing criminally disruptive, destructive, or unlawful acts shall be detained and dealt with appropriately.
 - (1) The Capitol Police shall order out of a Commonwealth owned/controlled building and/or off Commonwealth owned/controlled grounds all vagrants, intoxicated persons, persons offering merchandise for sale, person distributing leaflets, persons erecting partisan political signs or persons otherwise committing a nuisance or interfering with normal operations.

(2) The Capitol Police shall not allow the unauthorized removal of Commonwealth Equipment/Property. Individuals observed leaving Commonwealth property after normal business hours or under suspicious circumstances shall be questioned and the items shall be inspected by the Capitol Police.

e. The appropriate report shall be entered into the Capitol Police Incident Reporting System (METRO).

C. Patrols

1. Capitol Police/Security Officers shall perform physical checks of all Commonwealth owned/controlled buildings. a minimum of two (2) physical checks of the building exterior and one (1) physical check of the interior of the building shall be completed per shift, during non-business hours or as directed by the Platoon Supervisor. **This is applicable to those buildings listed in 4.1.3 (2) and (3).**
2. Capitol Police/Security Officers shall secure certain areas or properties as assigned at specific times.

D. Emergency Alarm Activations

1. If emergency alarm activation is reported or discovered in a building, the first responding officer must locate the Day Care Center Children, if applicable, and escort them to a safe location.
2. The building that house day care centers are listed below along with the locations of emergency evacuation:
 - a. **Labor and Industry Building** – Escort children to the PHEAA Building Day Care. The officer will meet the day care personnel at Room #150 in the east wing section of the Labor and Industry Building via the northeast stairwell K, at Boas Street, and across Boas Street to the PHEAA Building Day Care.
 - b. **Rachel Carson State Office Building** – Escort the Day Care children to the Forum Building auditorium. The officer will meet the day care personnel at the Aberdeen Street level exit at Stairwell #6.
 - c. **Finance Building** – Escort the Day Care Children to the alcove in the Keystone Building.
 - d. **Harristown 2** – Escort Day Care Children to the Morrison Towers.

3. The second officer responding to an alarm will locate the Fire Alarm Panel to determine the location of the activation if the Communications Center cannot locate the origin of the alarm. If the responding officer locates the origin at the alarm panel, the officer will notify the Communications center immediately. Other responding officers will assist with the evacuation of personnel to the building's predetermined evacuation area and assure their safety. **(Reference the building Emergency Evacuation Plan, the second officer is not applicable to Harristown #2)**
4. Upon arrival of Fire Department personnel, the second responding officer will provide updated information to the Fire Department personnel and render assistance as needed. No entry of personnel or re-entry of evacuated personnel is permitted without authorization of the Fire Chief or ranking Fire OIC on site or DGS Fire and Safety Officer. **Reference General Order 7.3, Emergency Alarm Activation Procedures.**

4.1.4 SUMMARY

The above stated policy and procedure is meant to provide general guidelines to the Capitol Police with regard to building security, visitor/employee protection, and protection of Commonwealth property. Particular facts or circumstances may demand changes in the procedures listed above.

APPROVED:

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