

# CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

|   |                                 |
|---|---------------------------------|
| Type of Directive: GENERAL ORDER                      | Number: 02-07                   |
| Subject: POLICE DEPARTMENT BUILDING SECURITY          | Date: August 19, 2019           |
| VLEPSC Number: ADM.16.02, ADM.25.03                   | Manual Number: 510.00           |
|   | Effective Date: August 19, 2019 |
| Authorization: Chief R.M. Brackney <i>Rm Brackney</i> | Follow-up Date: As Needed       |

## I. POLICY

It shall be the policy of the Charlottesville Police Department to limit departmental access to authorized personnel only. This policy will identify who is authorized to access the building without escort and who may enter when escorted by an authorized individual.

## II. PURPOSE

The purpose of this policy is to maintain the safety and security of all police personnel and citizens who transact business in our facility by controlling access to the Police Department. For all purposes of this policy, the Chief of Police shall be the official custodian of records prepared for or in connection with the activities that are the subject of this Policy or that are in the possession of the Police Department for purposes of such activities.

## III. DEFINITIONS

- A. Police Department: is defined as that location identified as 606 East Market Street Charlottesville, VA as well as satellite locations, including, without limitation: to include the Forensic Office located on 7<sup>th</sup> St. NE, all parking garages in which space is reserved for use by Police Department Personnel, and any other premises or facility used exclusively by the Charlottesville Police Department and its invitees.
- B. Camera: refers to any device utilized for or in the collection of data in the form of visual and/or audio recordings; the term includes, without limitation, components of any closed circuit television (CCTV) system used to collect and store images or sound.
- C. Recording: used in this policy, refers to the data compiled and stored by a camera.
- D. Designee: means an individual authorized by the Chief of Police to act on their behalf or in their absence.

***A limited number of the enclosed City of Charlottesville Police Department General Orders have been redacted. The redactions ensure that that Police Department's operational and***

*tactical responses are withheld for community and Officer Safety (e.g., bank alarm response, response to an active threat, and Tactical Operations).*