

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

AUTHORITY: SHERIFF RANDY L. HILL

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SECTION 25.0 FACILITY SECURITY PROCEDURES

PURPOSE

The Kansas Criminal Justice Information System (KCJIS) is a system of connected data sources within a secure environment supporting the electronic exchange of information for local, state, and national criminal justice interests.

The purpose of this section is to provide guidelines for the storage and handling of KCJIS-sensitive information.

POLICY

The policies and procedures contained herein shall be followed by any person who manages, provides, obtains, supports and/or uses the KCJIS System or KCJIS-sensitive information.

Building Security

The Kingman Law Enforcement Center (LEC) building is to be secured from persons entering into the building without authorization.

Public Entrance

The public entrance that is unsecured shall be the outside door facing north this entrance leads into the lobby. The interior door leading into the secondary lobby shall be secured from persons entering from the lobby. The secondary lobby door that leads into the main office area shall remain secured from persons entering from the secondary lobby at all times.

A. Main Building Front Public Entrance and Lobby:

The front (main) public entrance is located on the north side of the building. This walk-in entrance is marked with a Sheriff Star on the door. This door is unlocked at all times. Cameras have been installed in the public lobby area, to be monitored by the communication officers and the detention officers.

Inside the public lobby, all doors entering into the office and jail areas shall be locked at all times. There is a secondary lobby behind door 104A that person may have limited use in this area, persons needing to speak to the Sheriff's Office manager via a window or to dispatch via window may be allowed to enter this area. Door 104A will allow the person to leave this area back into the public lobby.

Door 104B from the secondary lobby leading into the office area shall be locked at all times and only authorized personnel will be allowed access. Persons other than normally authorized personnel will be met at this entrance and escorted by authorized personnel to offices or other areas as required. Persons escorted shall be escorted at all times.

B. East and South walk-in Door:

Employee walk-in doors are located on the east side of the building and the south side of the building. Are for authorized personnel entrance and exit and shall remain locked from the outside at all times.

C. South Jail Doors:

The walk-in door 130A and the drive-in Salley port doors shall be locked at all times. This door is used for authorized personal and/or prisoner entrance and exit. These doors are electric locks operated by the communication and detention officers.

Visitors

Special Visitors shall be any person to who the Sheriff has given the limited authorization to access to the contact room from the public office to the jail; including bonding personnel and attorneys.

Visitors shall be escorted by authorized personnel at all times. To provide for the safety and security of employees and the Law Enforcement Center, only persons having

business with personnel are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Accordingly, non-emergency or non-essential visits by friends and family members of employees shall be kept to a minim in time and frequency.

Uninvited or unscheduled solicitation of products and services is prohibited.

All visitors should enter facilities at a public lobby area, or be met by the employee with whom the visit is scheduled. Persons having business with personnel will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

Physical security of Criminal History Record Information and KCJIS Terminal

All areas that contain or store criminal history records shall be secured.

Criminal history records shall only be accessed by personnel authorized and has been screened for KCJIS authorization.

Visitors shall be escorted and monitored by an authorized person while in these areas and shall only be in the area on an as-need basis.

When visitors are in the building, every effort by all personnel should be used to make sure that criminal history and/or reports are or can be viewed by the visitor. To include but not limited to turning off monitors, using screen saver, to keeping paper face-side down and out of reach. Criminal History information will not be discussed in the presence of persons not authorized to have the Criminal History.

The KCJIS terminal shall never be left unattended without turning off or logging out of the terminal.

Authorized Personnel allowed in the Communication area:

Kingman County Sheriff's Office employees
Kingman Police Department employees
Law Enforcement officers with the State of Kansas or Federal Government
Emergency Preparedness Director

Even though the above personnel are authorized to be in the communication area, personnel shall only enter upon request of the communication officer.