



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO -242

GENERAL ORDERS

BUILDING SECURITY

PURPOSE:

The Sheriff's Office recognizes the importance of a secure facility to ensure the safety of employees and visitors. This policy establishes guidelines to maintain building security within the public safety area of the Greenville County Law Enforcement Center.

BUILDING SECURITY ADMINISTRATOR:

The Administrator is appointed by the Sheriff to oversee operation and maintenance of the building security system. The Administrator is to work in conjunction with other agencies to provide access to designated areas of the facility. The Sheriff has the final authority on the areas of accessibility by all who enter the facility.

ADMINISTRATOR'S RESPONSIBILITIES:

1. Daily operations of the security system.
2. Appointment of an assistant.
3. Issuance of facility access security cards.

The Administrator, or his designee, is to be on-call in case of emergencies or problems that may arise.

FACILITY ACCESS:

Access to the facility is controlled by issued security cards. Areas of accessibility are determined by division commanders with final approval by the Sheriff or his designee.

SECURITY CARDS:

The Administrator issues photo affixed security cards. Plainclothes and civilian personnel are to display security cards so as to be visible at all times while in the facility. Security cards are provided by the Sheriff's Office and when necessary, one (1) replacement card will be issued at no cost. Additional replacement cards will involve a \$20.00 fee to be paid by the employee.

CAMERA SURVEILLANCE:

The Law Enforcement Center is monitored both inside and outside by multiple video cameras. These cameras are recording 24 hours a day, 7 days a week. The recording devices and monitoring equipment are housed in a secure location only available to the Security Administrator or his designee.

REQUEST FOR VIDEO:

In the event a copy of the video is needed or an area needs viewing by the surveillance system, the requesting agency should contact the Security Administrator. A written or emailed request is required to be sent to the Security Administrator and should contain; the area of the incident, date and time of incident, and a brief description of the incident that is to be viewed.



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VISITOR ACCESS:

All visitors are to be escorted in the facility at all times. Desk officers are to contact the affected division who will notify the proper personnel. Front desk officers will not provide escorts without approval from a supervisor.

RESTRICTED/CONTROLLED AREAS – Visitors are not allowed into areas deemed restricted or controlled. Restricted/controlled areas include, but are not limited to, the Communications Center, NCIC Operations Center, and the E911 Telephone Room.

A handwritten signature in black ink, appearing to read "H. Lewis", written over a horizontal line.

Hobart Lewis, Sheriff