



Policy Revision Request

Requestor Name Carey Chaudoir Emp # 4807

This revision applies to New Policy

If new, recommended section GO 1009.2 (adding section (d))

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

We recently installed a metal detector in the lobby of the APD Main Headquarters. The additional proposed policy to the Building Security section is to provide instruction for APD personnel when visitors come to the APD Main HQ and how to process them through the metal detector.

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

GO 1009 Building Security

1009.2 GENERAL SECURITY GUIDELINES

(d) All visitors to Investigative Units at the Headquarters Building are required to be screened by the walk-through metal detector and could be subject to further screening if an alert occurs. This includes but is not limited to victims, witnesses, suspects, and registered sex offenders. This ensures that all who enter are free of firearms, prohibited weapons, contraband, or any other item deemed a security threat. Prior to entering through the metal detector, the following procedures will take place:

1. APD Security will contact the appropriate APD Employee informing them of their visitor. A minimum of one (1) APD Employee will come down to the APD Control Booth area and provide instruction to the visitor from behind the control booth window.

(a) The APD Employee will instruct the visitor to place all belongings inside the locker located in the Main Headquarters lobby adjacent to the metal detector. The APD Employee will then instruct the visitor to walk through the metal detector. The walk-through metal detector will indicate whether there are metal substances present.

(b) If the walk-through metal detector is activated when the visitor walks through, the visitor will be inspected closer using a handheld metal detector wand. The handheld metal detector can determine the specific location of the metallic item.

The handheld metal detector will activate when passed over an area containing metal.

1. The APD Employee will instruct the visitor to wait in the lobby area for an APD Employee to wand them.
 2. While it may not always be possible, two (2) APD Employees are preferred to assist the visitor in the lobby area, specifically when dealing with a suspect. Ideally, one APD Employee to wand and another to provide backup safety.
 3. When APD Employees are walking around to the visitor in the lobby, APD Security is responsible for watching the visitor from behind the control booth window until the APD Employee is present with the visitor. This will ensure that the visitor is monitored at all times.
 4. When the wand clears the visitor, they can walk through the metal detector again with the APD Employee to proceed with the investigative business.
 5. If the wand activates over a certain area of the visitor, the APD Employee will frisk this area for any weapons.
- (c) If the walk-through metal detector does not activate when the visitor walks through, APD Security will unlock the door for the visitor to enter the secure area of the building. APD Employees will meet the visitor on the other side of the door and proceed with the appointment.
- (d) If the visitor refuses to walk through the metal detector/wand, the APD Employee will frisk the visitor for weapons. The visitor will not enter the secure building area until the APD Employee knows the visitor does not have any weapons.
2. If any other APD Units including, but not limited to, Patrol, Intel, Violent Crimes Task Force or Victim Services, etc., transport a victim, witness, or suspect to an investigative unit located at the Austin Police Department's Main Headquarters, they shall follow proper procedure in GO 306 Search and Seizure and GO 321 Care and Transport of Prisoners.