

**POLICY  
203**

**EFFECTIVE  
DATE  
6-22-22**

**Eugene  
Police Department**



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## **Department Facilities**

### **203.1 PURPOSE AND SCOPE**

This policy provides standardized responsibilities and procedures for all personnel regarding the Eugene Police Department (EPD) facilities. This policy applies to paid employees, department volunteers and all those with key or proximity card access to the building, such as retirees and facilities personnel.

### **203.2 CLEANLINESS OF WORK AREAS**

- a. All workspaces should be kept clean and organized.
- b. If an office or work area is shared with others, employees should make sure they have cleaned up the area and restocked supplies which have been used before they leave.
- c. Dirty cups, food, or personal property should not be left in shared work areas or in common areas (e.g. break room, briefing room).

### **203.3 REPORTING PROBLEMS**

Employees should report any safety hazard or malfunctioning equipment to their supervisor immediately so that corrective action can be taken.

### **203.4 TOURS**

To acquaint the public with the Department's operations, periodic tours or open houses may be conducted. The nature of the tour will depend on security requirements and personnel availability.

- a. Tours of the Communications Center will generally be coordinated by the Communications Manager or designee.
- b. Other requests for tours will generally be referred to the Community Engagement Team.
- c. Other employees may initiate tours as appropriate but should consult with the affected supervisor(s) before bringing the tour into a work area.

### **203.5 MEDIA**

- a. Normally, the department will not allow its equipment or facilities to be used for television, motion pictures, or other entertainment purposes.
- b. Requests to use media equipment inside department facilities may be allowed for news or

public information programs, or for preparation of articles for newspapers or other publications, with prior coordination through the Public Information Officer (PIO) or by permission of the affected section or division manager.

### **203.6 FOOD/BEVERAGES IN RECORDS AND COMMUNICATIONS AREAS**

- a. Hot and cold beverages may be consumed at all workstations. Any beverage taken into the operational area of the Communications Center must be in a “spill-proof” container.
- b. Records employees may not eat at workstations that are in the public’s view with the exception of pre-packaged, bite-sized foods.
- c. Communications Center employees may only eat bite-sized, pre-packed foods at their workstations.
- d. Employees may bring in food and beverages for special occasions, provided that normal operations are not hindered in any way and affected supervisors are notified in advance.

### **203.7 USE OF FITNESS CENTER**

- a. In order to use the Fitness Center employees must be one of following:
  - 1. EPD Employee.
  - 2. Spouse, domestic partner (as defined in City of Eugene policy) or family member of an EPD employee, 18-years of age or older and currently covered by one of the City of Eugene Health Plans or an equivalent plan.
    - a. Dependents of EPD employees may only use the Center when the department employee is with them.
  - 3. A retired EPD employee currently covered by a Health Plan.
  - 4. An EPD volunteer, having been authorized by the Fitness Center Manager to use the center.
- b. Permission to use the facility may be revoked by the Finance and Administration Lieutenant for repeated violations of this policy or posted rules of the fitness facility.

#### **203.7.1 ORIENTATIONS AND WAIVERS OF LIABILITY**

- a. Prior to using the Fitness Center each user must receive an orientation from the City’s Fitness Director or their designee.
- b. Anyone who is not a full time EPD employee must sign a waiver of liability. The waivers will be retained by the Finance and Administrative Sergeant or designee in the Operations Support Division.

### **203.8 FITNESS CENTER GENERAL RULES**

- a. Each facility user must sign in upon their arrival.
- b. Facility users may bring their children with them while using the facility but are responsible for their conduct. Unless otherwise authorized by this policy, children may not use any of the equipment.
- c. The facility is in close proximity to work areas, so sound adjustments on audio equipment will be kept at a low enough level so as not to disturb adjacent offices.
- d. Only attire appropriate for exercise will be worn in the facility.
- e. Since this facility is inside the business area of the police headquarters, appropriate attire will also be worn when arriving or leaving the facility.
- f. Disagreement regarding appropriate attire, day lockers, food and beverages, or other issues arising from the use of the facility should be addressed to the Fitness Center Sergeant.
- g. Fitness Center users should wipe down the equipment using anti-bacterial wipes that are supplied at the facility immediately following its use.
- h. No pets are allowed in the fitness center (exception for EPD Canine Unit.)

**203.8.1 EQUIPMENT BREAKAGE OR MALFUNCTION**

- a. If a fitness center user observes equipment breakage or malfunction that poses a serious risk of injury, they shall place a “Broken – Do Not Use” tag on the equipment. Tags will be available in the Fitness Center.
- b. Equipment breakage or malfunction shall be reported via e-mail to *@Eugene Police Fitness Center Feedback*.
- c. General maintenance of the equipment is done by authorized personnel only and a contracted company (if used.)

**203.8.2 PERSONAL ITEMS**

- a. Personal items shall not be left at the facility when the user has finished their workout. These items will be collected by personnel responsible for the facility and stored in a bin designated for such items for a period not to exceed two (2) weeks, at which time they will be disposed. Valuable items will be locked up for the same period.
- b. Items brought into the facility (e.g., water bottles) will not be left on the floor or stored on any of the equipment except in areas specifically designed for that use.
- c. Day lockers will be provided for non-uniformed personnel. Uniformed personnel are expected to use their standard locker while using the facility.
- d. Personal locks may only be used on day lockers while using the Fitness Center. Personal locks left on day lockers otherwise may be removed and the locker contents disposed of per Policy § 203.7(j).

- e. Only food and beverages designed for fitness activities (e.g., water, sports drink, power bars) will be brought into the fitness center.
- f. Beverages will be in spill-proof containers.
- c. Food and beverage items will be thrown away or carried away when employees finish using the facility.

## **203.9 SECURITY OF POLICE FACILITIES**

### **203.9.1 PROXIMITY CARDS**

- a. Although the newer proximity cards bear the City logo, none of the cards contain markings associating them with a specific department or the address of such department. Employees should avoid having the proximity card attached to something associated with the department, in the event it is lost or stolen.
- b. If a security card is lost, stolen, or misplaced, the loss should be immediately reported so that the card can be disabled, and a new card issued. If a card is damaged, the Operations Support Sergeant or the Finance and Administration Lieutenant should be notified so the card can be replaced.
- c. Each City vehicle authorized to park in the secure parking is equipped with a vehicle proximity card. If the vehicle proximity card is lost, stolen, misplaced, or damaged, the Operations Support Sergeant or the Finance and Administration Lieutenant should be immediately notified so the card can be replaced or repaired.
- d. Employees should use their proximity card (rather than a key) to enter the secure parking area via a pedestrian gate, to avoid setting off the “card reader bypass” alarm. The proximity card is also the method of entry which should be used when entering the building. In the event that the proximity card or the card reader is not working, a key may be used to enter the building.

### **203.9.2 KEY ACCESS**

- a. Keys to police facilities are provided by the City’s Facilities Division and issued by the Finance and Administration Administrative Lieutenant or Sergeant. All keys are tracked by the Facilities Division in an inventory management system.
- b. If a department key is lost, the loss must be reported to the employee’s supervisor and the Finance and Administration Lieutenant or Sergeant, who will notify the Facility Division of the status of the key. The Facility Division and Finance and Administration Lieutenant or Sergeant will determine what, if any, action should be taken to maintain security of the affected department facility.

### **203.9.3 PARKING AREAS**

- a. All primary gates allowing access to the secure parking areas have been equipped with proximity card readers.

- b. Secondary emergency gates (SE corner of Headquarters secure parking area) are secured with a standard city master lock.
- c. Pedestrian gates may be unlocked with a proximity card and then manually opened.
- d. Vehicle gates can be opened using either the personal proximity card or the vehicle proximity card. Vehicle proximity cards are effective from a distance of six to eight feet from the card reader. Vehicle gates will open and close automatically after access is granted.
- e. All vehicle exits have been equipped with ground and laser sensors. When a vehicle drives over the ground sensor, the gate will automatically open. The gate will remain open as long as the vehicle remains on the sensor, and then automatically close approximately five (5) seconds after the vehicle has left the sensor.
- f. At Headquarters, an emergency exit/open button is available in the green mechanical box on the interior of the gate. The gate can be manually opened with this button. If the mechanical box is then turned off or a fixed object is placed in front of the laser sensor the gate will stay in the open position.
- g. All electrically operated security gates and doors are connected to the City's emergency generator system. In the event of a power failure, the generator will restore power within two (2) minutes. Do not attempt to disable any electrically operated security gate or door.
- h. The City's Facilities Maintenance Manager is available to respond, at any time, for any emergency or malfunction regarding this system. Employees should notify an on-duty supervisor if there is a situation which they believe warrants calling the Facilities Maintenance Manager during non-working hours. The after-hours emergency contact number for Facilities is 541-228-1059.

#### **203.9.4 HEADQUARTERS LOCK-DOWN / EVACUATION**

- a. The Watch Commander has the authority to lock lobby access to the department, and any other areas necessary, when they determine that such action is necessary to protect the facility and/or department employees.
- b. If an emergency exists at Headquarters, and the Records Supervisor or designee is not available, the senior employee on duty in Records may lock access to the front lobby pending a consultation with the Watch Commander regarding whether the lock-down should continue.
- c. For remote police facilities, the person in charge of the facility, or designee, has the authority to lock access to the facility pending a consultation with the Watch Commander.
- d. If a lock-down occurs, the Watch Commander or designee should notify the following employees:

1. During normal business hours: Chief of Police, Division Managers, Public Information Officer and Communication Center
  2. At all other times: Patrol Captain and Communication Center
- e. If an emergency arises during normal business hours that affects employees, on and off site, the Watch Commander will notify the PIO, who will begin notification of affected employees. Information relayed should include what action is being recommended (e.g. lock-down, evacuation), safe routes of evacuation (when applicable), whether there is time for employees to remove vehicles from the parking area and other relevant information. The PIO will also notify remote Police Department sites of the emergency, so that personnel do not try to come to Headquarters during the emergency.
- f. If the emergency occurs outside normal business hours, the Watch Commander will ensure that Fire Department personnel and on-duty Police personnel are notified of the threat and any recommended action. The Watch Commander or designee should make the notifications outlined in §203.9.4(d) above.

**Chris Skinner**  
**Chief of Police**