

SECURITY AND LAW ENFORCEMENT

1. **REASON FOR ISSUE:** This handbook establishes procedures that implement the policies contained in VA Directive 0730, Security and Law Enforcement.

2. SUMMARY OF CONTENTS AND MAJOR CHANGES:

a. **Summary.** This handbook contains procedures for physical security, law enforcement, and training activities for the Department's Security and Law Enforcement Program. It identifies responsibilities of the Office of Security and Law Enforcement and field elements in ensuring the protection of persons and property on Department property.

b. Major Changes

(1) Paragraph 5w. This paragraph adds procedures for the establishment and implementation of a Police and Security canine unit.

(2) Paragraph 10b(1)(a) prescribes the content of the chemical irritant projector as oleoresin capsicum. Paragraph 10b(2) includes the side-handle baton as a standard weapon for VA police officers.

(3) Physical security requirements and options, contained in appendix B, are updated.

3. **RELATED DIRECTIVE:** VA Directive 0730, Security and Law Enforcement.

4. **RESPONSIBLE OFFICE:** The Police and Security Service (07B), Office of Security and Law Enforcement, is responsible for the material contained in this handbook.

5. **RESCISSION:** VHA Supplement to MP-I, Part 1, Chapter 2, Section B, Center Security and Law Enforcement, dated July 23, 1986, Appendices A-C thereto, dated July 23, 1986, and Interim Issue 10-87-5, dated June 26, 1987.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
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SECURITY AND LAW ENFORCEMENT**CONTENTS**

<u>TITLE</u>	<u>PAGE</u>
1. PURPOSE	5
2. POLICE AND SECURITY UNIT ORGANIZATION AND STAFFING	5
3. HUMAN RESOURCES ISSUES	6
4. BASIC AND SPECIALIZED TRAINING	10
5. POLICE AND SECURITY OPERATIONS	11
6. PHYSICAL SECURITY	21
7. LAW ENFORCEMENT PROCEDURES	25
8. SAFEGUARDING EVIDENCE AND PROPERTY IN THE CUSTODY OF POLICE	39
9. RECORDS AND REPORTS	40
10. WEAPONS	42
11. PARKING AND TRAFFIC CONTROL	48
12. POLICE UNIFORM AND APPEARANCE	50
13. USE OF FBI NATIONAL CRIME INFORMATION CENTER (NCIC) AND THE NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS NETWORK (NLETS) SYSTEMS	55
 <u>APPENDICES</u>	
A. SPECIFIC MEDICAL STANDARDS FOR VA POLICE OFFICER APPLICANTS AND INCUMBENTS	A-1
B. PHYSICAL SECURITY REQUIREMENTS AND OPTIONS	B-1
C. TOPIC OUTLINE FOR STANDARD OPERATING PROCEDURE	C-1
D. VA POLICE OFFICER UNIFORM (MALE OR FEMALE)	D-1
E. DEFINITIONS	E-1

SECURITY AND LAW ENFORCEMENT

1. PURPOSE

a. This handbook contains mandatory procedures for physical security, law enforcement, and training activities which implement policy for the VA's Security and Law Enforcement program. It provides guidance in the technical and legal security and law enforcement methodology as applied in VA facilities located on Department property, nationwide. The procedures listed below are mandatory.

b. This handbook is set forth solely for the purpose of internal departmental guidance. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or criminal, and does not place any limitations on otherwise lawful activities of the Department.

2. POLICE AND SECURITY ORGANIZATION AND STAFFING

a. Unit FTE

(1) The determination of police staffing levels is based upon a comprehensive vulnerability assessment to include the following:

(a) The size and physical dispersion of the VA facility (number of acres, buildings, parking areas, etc.).

(b) The geographic location of the VA facility relative to the setting within the community.

(c) Environmental conditions. The threat and incidents of crime vary with each locality. A stabilized high crime area or incidence of on-station crime combined with a large center, urban setting, or large acute psychiatric facility will require the defensive deterrent of a larger Police and Security unit (three officers or more on duty at all times).

(d) The impact of certain programs on the property such as drug or alcohol treatment, spinal cord injury, homeless veterans, blind rehabilitation, child care center;

(e) Total patient and employee population plus transient activity (employees, visitors, patients, vendors, etc.).

(f) Ability to meet the requirements of the Occupational Safety and Health Administration for protecting employees from violence in the workplace.

(2) For safety purposes, there should always be at least two VA police officers on duty, at all times, at any facility or division. However, the coverage of one VA police officer on a given shift may be sufficient if all of the following conditions are met:

- (a) The jurisdiction of the facility is proprietary and/or concurrent.
 - (b) Criminal activity in the community immediately surrounding the facility is below 7 percent based upon the Federal Bureau of Investigation Uniform Crime Reports.
 - (c) There is no more than one psychiatric ward at the facility or division.
 - (d) The facility experiences low levels of on-station crime.
 - (e) The facility experiences few patient-related disturbances.
 - (f) There are memoranda of understanding with local law enforcement agencies which ensure timely backup support for VA police officers.
 - (g) Patrolling VA police officers are equipped to make immediate and direct contact with the local law enforcement agency that has agreed to provide backup.
- b. Shift Rotation.** Chiefs, Police and Security units have the authority to temporarily exempt an officer from shift rotation due to law enforcement related educational programs, or when the officer is temporarily detailed to special duty assignments.
- c. Duty Assignments.** VA police officers will rotate among the various duty assignments within each shift in an equitable manner.
- d. Continuous Coverage.** VA police officer shifts will be established in such a way as to ensure continuous coverage during major employee shift changes.

3. HUMAN RESOURCES ISSUES

a. Pre-Employment Screening Process. The completion of VA Form 0120, VA Police Officer Pre-Employment Screening Checklist, is the joint responsibility of Human Resources Management Service and Police and Security Service. The following is a uniform process for conducting and documenting VA police officer applicant pre-employment qualification and suitability screening.

(1) Human Resources Management Service is responsible for:

- (a) Reviewing applicants' employment applications to determine whether qualifications under the current standards are present;
- (b) Referring qualified applicants to the Chief, Police and Security unit for interview;
- (c) Conducting telephonic interviews of former employers to verify listed qualifying experiences and work habits of tentatively selected applicants;

(d) Scheduling medical examinations of selected applicants;

(e) Contacting the Security Office of the Office of Security and Law Enforcement to request the initiation of a Minimum Background Investigation (MBI); and

(f) Completing parts III and IV of VA Form 0120.

(2) Police and Security Service is responsible for:

(a) Informing applicants of job description and working conditions;

(b) Assessing candidates' personal characteristics;

(c) Ensuring that any applicant previously employed as a VA police officer has successfully completed the VA basic law enforcement training course;

(d) Making a tentative selection;

(e) Conducting an arrest record check through Federal and state agencies;

(f) Conducting a structured interview that includes notifying the applicant of VA's policies regarding weapons, arrest notification, and shift rotation.

(g) Completing parts I and II of VA Form 0120.

(3) Disposition of VA Form 0120 is as follows:

(a) Copy 1 of VA Form 0120 shall be retained in the office of the Director in a locked and restricted access file entitled VA Police Investigative Records File. This file shall be subject to the provisions of the Privacy Act system of records titled "OPM/CENTRAL 9."

(b) Copy 2 of VA Form 0120 shall be mailed or faxed directly to Director, VA Law Enforcement Training Center, Building 10 1,2200 Ft. Roots Drive, North Little Rock, AR 72114.

(c) All copies of VA Form 0 120 pertaining to non-selected applicants shall be destroyed.

(d) The VA facility's copies of VA Form 0120 pertaining to hired police applicants will be retained on file until the employees are separated or reassigned from a VA police officer position.

(e) The Deputy Assistant Secretary for Security and Law Enforcement will establish a Central Police Investigative Records File for receiving and maintaining copy 2 of the facility's VA Form 0120. The functions of this central monitoring activity will include:

1. The review of each VA Form 0120 received to ensure certification that the pre-employment screening process was completed.
2. The completion of a validating FBI National Crime Information Center (NCIC) check on every VA police officer hired.

b. Criminal History Record Checks

(1) As part of the pre-employment screening process and the completion of Part II of the VA Form 0120, criminal history record checks must be conducted on all VA police officer applicants under serious consideration. Each VA facility has three methods for establishing a source for criminal history record checks on police applicants.

(a) Arrangements with a county, municipal, or state police agency willing to service the facility's requirements. Citing the FBI Originating Agency Identifier (ORI) number assigned and the purpose of "criminal justice employment," a local police agency should willingly provide this support free or at a nominal charge. The VA facility will not pay county, municipal, or state police for such assistance where they furnish same free of charge to other entities within their jurisdiction, or they are obligated to do so as a matter of local law.

(b) A second method is through the nearest in-state VA facility having a state law enforcement system terminal. Cost sharing of equipment is appropriate to this arrangement.

(c) On an interim basis, the Office of Security and Law Enforcement in Central Office can provide full NCIC/NLETS criminal history record check service.

(2) The results of criminal history record checks must be handled responsibly as required by law. The authority to conduct criminal record checks will be reserved solely for valid investigative and pre-employment screening purposes.

c. Background Checks. Other Police and Security unit applicants not employed as VA police officers will have arrest record checks and references contacted.

d. Medical Standards. Appendix A specifies criteria for initial and annual physical and psychological examinations. Appropriate administrative action will be taken in the case of VA police officers who are determined by annual medical examination to possess lasting physical or emotional conditions which, in the judgment of examining physicians, prevent the officers from performing the functional requirements of the position.

e. Weapon Policy and Arrest Reporting Notification. During initial processing, a VA Form 9044, Weapon Policy, Law Enforcement Jurisdiction, and Arrest Reporting, will be provided to each newly employed VA police officer for reading of Part I, the notification, and signing of Part II, the acknowledgment of notification.

(1) The Chief, Police and Security unit will counsel each VA police officer individually and ensure that the acknowledgment of policy notification is signed and placed in RCS 1 O-1, Item 29.

(2) The signed VA Form 9044 will be retained until the officer leaves employment.

(3) A VA police officer who is arrested for any offense, except for a non-criminal traffic violation, is required to inform the appropriate supervisor on the first working day that the officer reports to work after the incident.

(a) This report will describe the alleged offense(s), including whether a felony or misdemeanor, date of alleged offense(s), and the name of the arresting jurisdiction.

(b) The officer will not be required to make any incriminating statements violating the officer's constitutional rights regarding the alleged offense(s) and the officer will be so apprised prior to submitting the report.

(c) The VA police officer will report the disposition of the charge as soon as it becomes available.

(d) All documentation related to the reported arrest will be filed in the VA Police Investigative Records File, "OPM/Central 9."

(e) The facility director or designee will advise the Director, Police and Security Service, VA Central Office, of the arrest by fax or telephonically within 1 working day after the initial notification of the officer's supervisor. Information must include the officer's name, alleged offense(s), whether the offense(s) is a felony or misdemeanor, date of alleged offense(s), and name of-arresting jurisdiction.

(f) The facility director will evaluate the reported incident as soon as possible and take appropriate action (including disciplinary and/or adverse actions) in consultation with Human Resources Management Service.

(g) The findings of the investigation and action taken will be reported to the Director, Police and Security Service, VA Central Office.

(h) The VA police officer's arrest authority should be suspended at any time evidence is received or developed which would cause a reasonable person to conclude that it is appropriate to do so.

4. BASIC AND SPECIALIZED TRAINING

a. **Basic Training Enrollment.** The names of VA police officers will be submitted immediately upon their appointments to the VA Law Enforcement Training Center (LETC), VA Medical Center, North Little Rock, AR, for course assignments. Requests for appointee training or cancellation of previous requests due to police separations or reassignments shall be made by teletype or fax containing the appointee's last name, first name, middle initial, month and year of entry-on-duty, the last four digits of the appointee's Social Security number, and gender. Examples of formats for requesting or canceling training are:

REQ. TRNG FOR SMITH, ROBERT A., EOD: Month/Year, SSN:.,M

CANCEL TRNG REQ. FOR BURDETT, RHONDA A., EOD:Month/Year,F

b. **Weapon Training.** On-site training for weapon certification will be provided to newly appointed VA police officers within the second week of duty. This training will be conducted by VA police officers who are designated Authorized Weapon Trainers by the Deputy Assistant Secretary for Security and Law Enforcement in accordance with direction of the LETC.

c. **Retraining & Recertification.** When a VA police officer has been separated from a VA Police and Security unit for more than 6 months, the officer will be retrained and recertified before being issued a VA Form 1396, Weapons Authorization Card.

d. **Initial Entry and In-Service Training.** Immediately upon employment, all VA police officers will undergo a formal schedule of required initial entry training. Thereafter, continuing in-service training will be conducted to include required subjects as well as additional subjects determined locally as needed to maintain officer skills. Initial entry and continuing in-service training will be accomplished in accordance with guidance from the LETC.

e. **CPR Training.** VA facility orientation and mandatory yearly in-service training programs for VA police officers will include a cardiopulmonary resuscitation (CPR) course with content equivalent to the American Basic Life Support Course. This course will be conducted by an American Heart Association certified instructor.

f. **Hazardous Chemicals.** Annually, all officers will attend VA facility training programs required by Federal and state laws and regulations that deal with hazardous materials stored on VA property.

g. **Training Course Records.** All completed entry level and in-service training will be fully documented in accordance with guidance from the LETC. A record of completed training will be retained in RCS 10-1, items 25a and 25b.

5. POLICE AND SECURITY OPERATIONS

a. Standard Operating Procedure (SOP)

(1) Each facility will publish an SOP that will be consistent with the Department of Veterans Affairs Security and Law Enforcement policy, Federal laws, and VA regulations.

(2) This document must be safeguarded due to its contents. Distribution of the SOP will be made to each person in the Police and Security unit. Distribution to others will be limited to those persons at the facility on a need-to-know basis.

(3) Procedures will contain specific and detailed instructions and guidance on how to implement VA policy at the local level.

(4) The SOP will be reviewed annually and updated as needed. A sample listing of subject topics to be included in the SOP is found in appendix C of this handbook.

(5) Subject areas specifically affecting other personnel or organizations (e.g. parking, doors/gates hours, and Property Pass requirements) must be published and distributed to employees separately.

b. Police Operations Room

(1) The optimal location of the Police Operations Room is on the first floor of the main patient care building located adjacent to the highest potential trouble areas, i.e., admission area, lobby, etc.

(2) Basic equipment items to be considered in space and area selection are security surveillance television (SSTV) monitors, alarm signal devices directly wired from key facility areas, a radio transceiver console, telephones, a weapons storage locker, evidence safe, and the operations desk.

c. Essential Reference Material. The following references will be available to VA police officers at all times within the Operations Room: the SOP, current edition of “Federal Criminal Code and Rules”; Title 38, U.S.C Chapter 9; Title 38 CFR § 1.218, state criminal statutes, and current VA Security and Law Enforcement training material available from LETC.

d. Bulletin Board. An official unit bulletin board will be maintained in the Operations Room to post official information, schedules and notices, and other pass-on information for which VA police officers are responsible.

e. Site Plan. A current site plan will be maintained in the Operations Room that identifies areas requiring special attention.

f. **Restricted Area.** The area encompassing radio communications, television monitors, and other sensitive communications equipment, and the Holding Room will be restricted from the general public and separated from the reception area.

g. **Property Closure.** Directors of all VHA facilities are responsible for establishing operating (business) and visiting hours. Notice to the public of these hours must be posted in prominent locations within facility buildings.

(1) VA Form 4793, Visitor Register, shall be used to record the names of individuals whose presence is not specifically authorized after business/visiting hours. The Visitor Register may be placed, as necessary, at several locations throughout a medical facility.

(2) Individuals must present a valid reason for their presence during these hours. If unable to justify their presence, these individuals will be ordered to depart the property. Persons refusing to depart the property or whose actions create a reasonable suspicion of criminal activity may be cited and/or arrested for trespassing as authorized by Federal law and VA regulations.

h. **Emergency Communication and Response Capability.** The following criteria are essential in fulfilling this function:

(1) The means for rapidly contacting center police from all areas of the facility during emergencies by telephone, radio, or duress alarms are ensured.

(a) There is a dedicated emergency telephone number listed in the facility telephone directory and posted on telephones throughout the facility.

(b) Procedures are established that will ensure that unanswered calls to the emergency number will automatically transfer to a police touch pad radio or to the operator's office after no more than four unanswered rings.

(c) There is at least one designated identifiable police vehicle assigned to the Police and Security unit to ensure rapid response to emergencies. More than one such vehicle may be necessary depending upon local conditions and activity.

(2) Intrusion and other alarm systems will be connected to the Police Operations Room and to the telephone operator's office or other area under continuous 24-hour monitoring.

i. **Rapid Response.** Procedures will be established and periodically tested to ensure the capability for rapid response of VA police officers on patrol to troubled areas and for handling other police emergencies as determined locally, e.g., bomb threats, demonstrations, hostage negotiations, and disaster plans.

j. Radios

(1) VA police officers will be provided portable two-way radio units for use at all times while on duty.

(2) Such radios will include a frequency dedicated exclusively for police use to facilitate instant communication and direction during emergencies.

(3) The radio system is designed to prevent “dead spots” from interrupting communications and will ensure that voice transmissions are easily heard.

(4) Police routine contact procedures are established to include a communications check every 30 minutes during periods in which no other radio communications have occurred. Such communications are documented in VA Form 1433, VA Police Daily Operations Journal.

k. **Shift Briefings.** Shift briefings and inspection of officers will be conducted by shift supervisors/team leaders at the beginning of each shift. At those facilities without shift supervisors, shift briefings and inspections will be conducted by a designated accountable officer for that shift.

1. **Keys.** Keys to all specially keyed areas not on the Great Grand Master key, e.g., Pharmacy, Agent Cashier, Canteen, A&MM Warehouse, will be available to police in the event of an emergency.

(1) Such keys will be maintained in a secure manner and utilized only when needed.

(2) Policy and procedures exist which ensure that any usage of such keys is documented.

m. **Assessment of Operations.** The duty schedule of the Chief, Police and Security unit or designee will be varied as necessary to ensure an accurate assessment of the service’s 24-hour operation. Such assessments will be documented on VA Form 1433.

n. Police Patrol Vehicles

(1) Police patrol vehicles will be equipped with emergency lights and devices conforming to the Motor Vehicle Code of the state in which the facility is located.

(a) Provisions of the State Motor Vehicle Code will be followed in the use of emergency running equipment and the operation of such vehicles under emergency conditions.

(b) Vehicles will be configured using standard equipment barrier devices and door handle defeats to separate the rear transport seating area from the front seat.

(c) All vehicles will be equipped with a 2-3/4 lb. ABC multi-purpose fire extinguisher and a basic emergency first aid kit.

(2) Police patrol vehicles will not be used in any manner which endangers pedestrians or property. Detailed operating procedures will be written at each facility and coordinated through the local Regional Counsel.

(3) VA police officers who operate a motor vehicle will possess a valid state operator's license.

(4) VA Form 5338, VA Police Vehicle Decals, for the door of the vehicle will be obtained from the Office of Security and Law Enforcement.

o. Facility Layout. VA police officers will be thoroughly familiar with the layout of VA facility buildings and grounds to include wing and room numbering systems. Post-hiring orientation and entry level training will provide a new VA police officer with the knowledge necessary to rapidly respond to a troubled area without reference to a diagram.

p. Police Officer Patrol

(1) Patrol routes will be planned by the Chief, Police and Security unit to ensure random patrol patterns, to meet special requirements, and to provide maximum police visibility in all areas as frequently as possible.

(2) VA police officers will be assigned to vigorous and inquisitive patrol activity that will provide the greatest frequency of visibility in corridors, wards, stairwells and building perimeters. In addition, VA police officers will periodically patrol canteens, recreational centers, and all areas open to patients and the public which are favored meeting places for illegal drug and alcohol transactions.

(3) Patrol plans will include the visible positioning of VA police officers in or near parking lots at the time of peak shift change taking place during hours of darkness.

(4) Patrol plans will identify those areas of the facility that are to receive resource priority during staff shortages.

(5) Patrol plans require that only one VA police officer at a time be assigned to vehicle patrol.

(6) Brief but cordial conversation with patients and employees during patrols is encouraged. However, it is essential that patrolling VA police officers do not participate in patient recreational activities or allow personal conversation or activity to interrupt patrol movement beyond that necessary for mission accomplishment.

(7) All unsafe conditions found during patrol are to be reported, documented in the Daily Operations journal, and rechecked within 24 hours for satisfactory correction.

q. Confiscation of Drugs and Alcohol

(1) Illicit narcotics, drugs, and related paraphernalia, including that taken from patients by medical staff personnel, will be promptly turned over to the Police and Security unit for inventory, preservation as evidence, and secure storage.

(2) The area office of the Drug Enforcement Administration (DEA) will be contacted for disposition advice on illegal substances. Instructions will vary according to the location of the VA facility and the quantity of drugs seized.

(3) Confiscated alcoholic beverages will be disposed of in accordance with facility policy and consistent with properly delineated evidence procedures.

r. Parked Vehicles. VA police officers will question occupants of vehicles parked on the facility grounds during non-visitation hours and direct the removal of any vehicles whose occupants **cannot** present a valid reason for their presence.

s. Package Inspection

(1) To deter the introduction of contraband and bombs, directors are authorized to implement procedures requiring patients, visitors, and employees to consent to inspection of all categories of packages as a condition of admittance.

(2) Directors will post a notice of consent to inspection as a condition of admittance through prominent interior display of signs visible from all entrances. Posted signs will contain the following block statements:

“Introduction of weapons, unauthorized drugs, and alcoholic beverages on this property is prohibited. (Title 18 U.S.C. § 930 and Title 38 CFR § 1.218).

Persons entering this property consent to an inspection of all packages, luggage, and containers in their possession when arriving.

Refusal of consent to search is basis for the denial of admittance.

Violators are subject to arrest and prosecution.

Refusal of consent to an authorized search by medical personnel is basis for discharge..”

(3) The exercise of this inspection authority will include:

- (a) Routine inspection of all suspicious packages carried into facility buildings;
- (b) Implementation of package inspection procedures following bomb threats and during civil disturbances;
- (c) Denial of admission to VA property of persons refusing package inspection; and
- (d) Discharge for refusal of consent to an authorized search by medical personnel.

(4) VA police officers are authorized and required to conduct investigative stops of all persons leaving VA facility buildings and grounds who are in possession of packages or materials when such possessions or actions raise reasonable suspicion that a crime is being or has been committed. In such instances packages may be searched if the consent of the bearer is given.

(5) To facilitate authorized removals of Government property, to deter unauthorized removals, and to expedite the investigative stop, all facilities shall utilize the VA Form 0072, Property Pass. Facility use and accountability of VA Form 0072 will be established by facility directors.

t. Firearm and Dangerous Weapon Prohibition (18 U.S.C. § 930). The following notice will be posted conspicuously at each public entrance to the facility:

Whoever knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than one year, or both. 18 U.S.C Section 930a.

Whoever intends that a firearm or other dangerous weapon be used in the commission of a crime and knowingly possesses or causes the presence of a firearm or other dangerous weapon on the grounds or buildings of this facility, or attempts to do so, is subject to fine or imprisonment of not more than five years, or both. 18 U.S.C Section 930b.

u. Special Security - Dangerous Weapons and Contraband

(1) In addition to the proper posted signs, notification regarding prohibition of weapons and alcohol should be made through pre-admission mailouts.

(2) All VA facility and domiciliary patients will be informed of the prohibition against the introduction of guns and dangerous weapons at the time of admission and required to dispose of or surrender these items.

PHYSICAL SECURITY REQUIREMENTS AND OPTIONS

(X) - Applicable Requirements
(0) - Optional Measures

Location	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Canteen Retail Store	x	0	x	x	x					x	x					X	
Canteen Storage Room	x	0	x	x	x					x	x				x	x	
Canteen Office	x	0	x	x	x		X			0	x				x	x	
Agent Cashier	X		x	x	x		X			0	x				X		
Pharmacy Drug Storage Room	x	X	X	x	x			x	x	0	x		X				X
Pharmacy Dispensing Area	X		x	x	x	x				0							
Pharmacy Manufacturing Area	X		x	x	x				x	0	x						X
/Bulk	0	x	x	x	x						X					0	
Primary Inventory (Medical Supplies)	0	x	0	0	0					0	x					0	0
Silver Recovery	0		0	0	0						X				0		
Laundry Plant	0		x	0	0						X						
Central Linen Issue	0		x	x	x						X						
New Linen Storage	X		x	x	x						X						
Dental Precious Metal Storage	0		0	0	0						X				0		
IRM																	
&ard																	
	X																
															0	0	

Requirements and Measures Defined

A - Windows. When below **12 m (40 ft.)** from ground level or the roof of a lower abutment, or less than **7.5 m (25 ft.)** from windows of an adjoining building, or accessible by a building ledge leading to windows of other floor rooms, security mesh screening for windows is required. Required specifications for stainless steel security mesh screening are:

1. All #304 stainless steel woven mesh 0.7 mm (.028 in.) wire diameter, with tensile strength of 15 kg/mm (800 pounds per lineal inch).
2. Mesh 12x12 per 25 mm (inch) with main and sub frames of 2.7 mm (12 gauge) carbon steel with baked enamel finish and internal key locking slide bolts.

B - Walls. Exterior walls of brick and masonry construction are acceptable. Exterior walls which are composed of wood frame and siding require an interior backing of steel security screen mesh or sheet partition. Pharmacy and Agent Cashiers perimeter walls shall be full height (floor to underside of slab above). Interior walls containing dispensing windows shall be a minimum of 100 mm (4 in.) solid concrete masonry units to ceiling height with either

masonry or gypsum wallboard to underside of slab above. Bulk control substance storage vaults require perimeter walls of brick or masonry construction full height.

C - Doors and Door Locks. Doors are of 45 mm (1-3/4 in.) hardwood or hollow steel construction. Dutch or half doors are unacceptable. Removable hinge pins on door exteriors must be retained with set pins or spot welded, preventing their removal. All doors must be fitted with two lock sets. Glass doors or doors with glass panes must have one lock set, key operated from the interior of the protected area. If a door is not set in a steel frame, one of the two locks must be a jimmy proof rim dead lock, Doors set in steel frames must be fitted with a *mortise* lock with a deadlock pin feature. One lock (the day lock) must be automatically locking on door closure; requiring reentry to the room with key or lock combination and allowing egress from the room by use of an inside thumb latch. The day lock on the main door must be automatically locking, with a minimum 19 mm (3/4 in.) dead bolt and inside thumb latch. Combinations or keys to day locks will be restricted to service employees and combinations changed immediately on the termination or reassignment of an employee.

D - Other Room Access Means. Interstitial overhead areas which enable entry into a secure room from an unsecured room must be barricaded by the installation of a suitable partition in the interstitial space which prevents "up and over" access. Ventilation grills on doors and air circulation ducts which exceed 0.06 m² (100 square inches) in areas must be reinforced to prevent their removal from outside the room. Other possible access means such as dumbwaiter shafts, roof or wall ventilator housings, trapdoors, etc., must be secured by appropriate means.

E - Motion Intrusion Detectors. An intrusion detection alarm system which detects entry into the room and which broadcasts a local alarm of sufficient volume to cause an illegal entrant to abandon a burglary attempt. Intrusion detector equipment which operates on the principle of narrow beam interception, door contacts, microwave, or photoelectric eye are unacceptable. Intrusion detectors must have the following essential features.

1. An internal, automatic charging DC standby power supply and a primary AC power operations.
2. A remote, key operated activation/deactivation switch installed outside the room and adjacent to the room entrance door frame and/or a central alarm ON-OFF control in the Police office.
3. An automatic reset capability following an intrusion detection.
4. A local alarm level of 80 dB (min) to 90 dB (max) within the configuration of the protected area.
5. An integral capability for the attachment of wiring for remote alarm and intrusion indicator equipment (visual or audio). See installation note on page B-3.

6. A low nuisance alarm susceptibility.

Installation Notes

1. A locally sounding alarm should not be installed in a room which is close to an ICU, cardiac care, or other special treatment areas where a loud alarm would have an injurious effect on patients.

2. In addition to the locally sounding alarm, remote visual and/or audio annunciators must be at a location within the facility which ensures 24 hour monitorship. These annunciators will have the capability of identifying individually protected zones.

3. In protected rooms of outpatient clinics not on facility grounds, intrusion detector alarms will be remoted to a commercial security alarm monitoring firm, a local police department, or a security office charged with building security. The remote alarms will be in addition to locally broadcast alarms in the protected areas.

4. Remote bulk storage warehouse facilities will have one or more local broadcasting alarms inside and outside of the protected area.

F - Pharmacy Dispensing Counter. Windows and walls of pharmacy dispensing must meet the U.L. Standard 752 for Class III Ballistic Level. VA Architectural Standard Detail 67 B applies to pharmacy dispensing windows but the window should be set in a minimum 100 mm (4 in.) solid concrete masonry units to ceiling height with either masonry or gypsum wallboard to underside of slab above.

G - Agent Cashier Counter. Bullet resistive service windows must meet the U.L. Standard 752 for Class III Ballistic Level. VA Architectural Standard Detail 67 applies to cashier counter construction. Applicable also to other cash transaction facilities. The windows should be set in a minimum 100 mm (4 in.) solid concrete units to ceiling height with either masonry or gypsum wallboard to underside of slab above

H - Bulk Drug Storage Safes and Vaults. Drugs classified as scheduled I, II, or III (narcotic controlled substances under the Controlled Substance Act of 1970 must be stored in safes or vaults which conform to the following specifications:

1. Safes will be GSA class 5 security containers weighing no less than 340 kg (750 pounds).
2. Where bulk quantities or controlled substance handling requirements deem safes impractical, vaults must be used. Specifications for two types of vaults are given: Type I for outpatient clinic or center use, and type II for construction in medical centers only. The type I vault is not as formidable and permanent a structure as the type II concrete vault and, therefore, schedule I, II, and III (narcotic) controlled substances may not be stored on open shelving within the type I vault. To compensate for the lower security of type I vaults lockable steel

cabinets installed within the vault must be used for schedule I, II, and III (narcotic) substances. Vault specifications are as follows:

a. Type I Vault. Enclosure constructed of steel security screen, woven mesh, 1.2 mm (.047 in.) wire diameter alloy #304 stainless steel, with tensile strength of 29 kg/mm (1,600 pounds per lineal inch). Mesh 10 x 10 per 25 mm (inch) with main frame and sub frames of 2.4 mm (13 gauge) alloy #304 steel. In rooms with dropped ceilings, the vertical frames and mesh walls must meet the actual ceiling or a security mesh ceiling installed below the false ceiling. In lieu of security mesh screening enclosures, type I vaults may be constructed of 2.4 mm (13 gauge) steel wall partition material with corner brackets welded and floor/ceiling anchors firmly set to prevent disassembly. Mesh vaults may be enclosed with drywall or paneling with appropriate ventilation openings.

b. Type II Vault. Constructed of walls, floors, and ceilings of minimum of 200 mm (8 in.) reinforced concrete or other substantial masonry, reinforced vertically and horizontally with 13 mm (1/2 in.) steel rods tied 150 mm (6 in.) on center. Doors and day gates must meet GSA class 5 criteria. Vault ventilation and utility ports may not exceed 0.06 m² (100 square inches) in area.

I - Bulk Drug Storage Cabinets. Steel cabinets with adjustable shelving and built in locking devices are required for the storage of bulk supplies of schedule III, Non-Narcotic, to V controlled substances.

J - Closed Circuit TV. Security Surveillance TV camera with motion detector feature on cameras and at monitor location. Telecommunications Support Service (197) may be contacted for obtaining technical assistance.

K - Special Key Control. Room door lock keys and day lock combinations, where applicable, are Special Keys as defined in VHA Supplement, MP-3, Part I, Chapter 2, Maintenance and Operations, and are not mastered.

L - Drug Cabinets. Key locked, all steel cabinets, firmly anchored in place are required for ward, emergency room or treatment room storage of small quantities of controlled substances. Locked unit dose carts are acceptable; but must be positioned in a supervised area when not in use. Glass front drug cabinets are not acceptable for controlled substance storage. Plexiglas front cabinets 10 mm (3/8 in.) or greater in thickness, are acceptable.

M - Refrigerators. To be equipped with a built in lock mechanism or hasp with padlock when used to store controlled substances (all schedules) and other potentially dangerous drugs and when located outside a locked or attended drug storage room.

N - Medical Supply Rooms and Closets. Service key control and accountability are required in accordance with VHA Supplement, MP-3, Part I, Chapter 2, Change 4.

0 - Cash Safes, Cabinets, and Lockers. For the security of cash deposits and valuables, safes, cabinets, or lockers meeting the GSA class 5 criteria should be used. The size and configuration of commercially available class 5 safes, cabinets, and lockers are optional.

P - Secure Property Storage Containers. For bulk retail merchandise, medical supplies and other items requiring off-shelf protection, steel storage cabinets with adjustable shelving are available through the Federal supply service, group 71, class 7125.

Q - Electronic Access Control Security System. For monitoring and controlling access to areas containing controlled substances, the following specifications are among those to be considered for inclusion:

1. Access Safeguard. To prevent learning codes through keypad observations or use of stolen or found access cards.
2. Time Sensitive. The ability to program access by user, by shift and day.
3. Area Sensitive. The ability to program access by door and area for each individual user.
4. Fail-Safe. The ability to maintain access security if the system goes down (i.e. bypass key).
5. Access Record/Audit Trail. The ability to provide for periodic or on demand print-out of names and time/dates of individual accessing.
6. User Coverage. The number of individual access codes that the system will accommodate.

(The use of electronic access control systems may be expanded to other high security areas within the facility.)

TOPIC OUTLINE FOR STANDARD OPERATING PROCEDURE

1. General

- a. Organizational Chart
- b. Description of medical center buildings and room numbering systems)
- c. Standards of Conduct (including Reporting of Arrest of VA Police Officers VA Form 9044).
- d. Search for Missing Patients (grid maps and check lists)
- e. Response Procedures to Reports of Robbery in Progress
- f. Bomb Threat and Search Procedures
- g. Demonstrations
- h. Disaster and Fire Alarm Response Procedures
- i. Display of the Flag
- j. Vehicle Registration, Parking and Traffic Control
- k. Control of Patient Owned and Operated Vehicles on Medical Center Grounds
- l. Investigation Records Management (or Assignment Register/Case Progress Report)
- m. Use of National Crime Information Computer (NCIC) and Local Area Networks
- n. Restrictive Information/Privacy Act Information/Freedom of Information Requests
- o. Records and Forms Management (RCS 1 O-1 and Program Guide to Records and Forms Management, Reference Volume #6)
- p. Prohibited Activities
 - (1) Copying or removing of official files and records.
 - (2) Viewing television programs.
 - (3) Use of patient recreational facilities.
 - (4) Conducting personal business during duty hours.
- q. National Cascade Activation

2. Operations

- a. Uniform Wear
- b. Standards of Appearance
- c. Body Armor Wear
- d. Standing Shift duties
 - (1) Patrol routes and fixed posts

- (2) Requirement that officers vigorously walk patrols to produce the highest frequency of appearance in the maximum number of location.
- (3) Requirement that police officers to be visible in or near parking lots during the midnight shift change.
- (4) Requirement that only one police officer at a time be assigned to a vehicle patrol.
- (5) Requirement that during staff shortages interior walking patrol be given priority over exterior vehicle patrol.
- e. Investigative Stops
- f. Operation and Control of the Police Vehicle(s) (Including the prohibition of "Hot" Pursuit off the property)
- g. Traffic Stops
- h. Use of Federal and Local Authorities
- i. Radio Procedures (includes 30 minute communication check procedure)
- j. Notification Requirements during Serious Incidents
- k. Handling of Incapacitated Persons
- l. Space Key Control during Irregular Tours of Duty and Emergencies
- m. Response to Assaultive and Disturbance Situation
- n. Hostage Contingency Plan
- o. Protection of VIPs
- p. Canine Unit (if applicable)
- q. Bicycle Unit (if applicable)

3. Law Enforcement

- a. Conduct and Scope of Preliminary Investigations
- b. Arrest Policy and Procedures
- c. Evidence and Contraband Handling Procedures
- d. Court Appearance and Demeanor
- e. Employee Representation Rights (Weingarten) with sample
- f. Pre-Questioning Advise of Constitutional Rights
- g. Search and Seizure Policy and Procedures
- h. Warrants, Summons and Subpoenas
- i. Crime Scene Preservation
- j. Completion and Processing of US District Court Violation Notices
- k. Jurisdiction
- l. Local Rule of Court and Instructions from the US Attorney of Jurisdiction
- m. Search Procedures and Prisoner Transports

4. Weapons

- a. Weapon Issuance, Storage, Turn-in Procedures
- b. Weapon Usage (CIP and Baton)
- c. Weapon Dispositions
- d. Use of Force

5. Security

- a. Use of SSTV System
- b. Closing of Property to the public and use of the , VA Form 10-4793, Visitor Register
- c. Response to Medical Center Intrusion Alarm System (Activation, Resetting and Trouble Alarms)
- d. Metal Detector Procedures
- e. Weather Emergencies/Utility Failures

VA POLICE OFFICER UNIFORM
(MALE OR FEMALE)

<u>Uniform Item</u>	<u>Provided By</u>
Shirts:	
Long Sleeve, White or Navy, With Self-Material Epaulets, Badge Holders and Two Button-Down Flap Pockets, Combed Cotton. (3 Each)	Allowance
Short Sleeve, White or Navy, With Self-Material Epaulets, Badge Holders and Two Button-Down Flap Pockets, 65 Percent Polyester/35 Percent Combed Cotton. (4 Each)	Allowance
(Shirt Color Will Be Established By Local Medical Center Policy. All Officers At Individual Medical Center Must Wear the Same Color Shirt.)	
Necktie: Hook-On Type, Navy Blue Only (1)	Allowance
Trousers: Police style, 1 3/4-inch Belt Loops, Plain Front, Two on Seam Front Pockets, Two Back Pockets, Straight Leg, Navy Blue Only (Jeans are not authorized. If Navy Blue Shirt Is Worn, Trousers Must Match Shirt). (3)	Allowance
Socks: Black Cotton, Over Ankle Type, (5 Pairs)	Allowance
Headgear: (Center Policy Selection)	Issue
Military Style Cap, Round Crown, Navy Blue, With Plastic Rain Cover, Black Visor, and Black Strap OR Western Style, Navy Blue, With Plastic Rain Cover. (Stiff Brim Campaign Style Hats and Baseball Caps Are Not Authorized)	Issue
Trouper Cap, Dacron Viscose With Mouton Fur Trim for Severely Cold Regions	Issue
Straw Sheriffs Hat,, Blue, for Severely Hot Regions	Issue
Pullover Sweater: Navy, V-Neck, Rib Knit, 100% Wool, With Fabric Name Tag Patch and Epaulets	Issue
Windbreaker: Navy, 100% Nylon Shell, Zip-out Quilted Liner, Two Breast Pleated Pockets, Two Side Vent Zippers	Issue

<u>Uniform Item</u>	<u>Provided By</u>
Police Coat: Facility Selection in Severely Cold Regions	Issue
Multipurpose, Thigh Length Parka Type, Nylon Shell With Zip-out Liner, Orlon-Pile Collar, Navy Blue.	Issue
OR	
Hip Length, Nylon Shell With Liner, Orlon-Pile Collar, Navy Blue	
Traffic Duty Rain Coat: Yellow or Orange Nylon Material	Issue
Shoes:	Allowance
Military Style, Black, High Gloss Upper, Non-slip Neoprene Sole, Five eyelet, (1 pair)	Allowance
OR	
Boots, Plain Toe, Black (1 Pair) (Tennis Shoes, Western Style or Military Combat Style Boots Are Not Authorized)	Allowance
Bicycle Utility Uniform (Where Required):	
Shirts, Short Sleeve Navy or White Knit Pullover, With Sewn-on Uniform Badge on Front and "POLICE" in Contrasting Bold Lettering on Back.	Issue
Shorts, Navy, With Belt Loops, Plain Front Pockets, Two Back Pockets	Issue
Pants, Navy, With Belt Loops, Plain Front Pockets, Two Back Pockets	Issue
Wind breaker, Navy, With "POLICE" in White Bold Lettering on Back	Issue
Belt, Duty Nylon, With Nylon Accessories, Belt Keepers, Black Color	Issue
Headgear, Approved Protective Bicycle Helmet, White or Black With "POLICE" in Contrasting Bold Lettering on Both Sides	Issue
Bicycle Shoes, To Be Determined Locally	Issue

<u>Uniform Item</u>	<u>Provided By</u>
Dog Handlers Utility Uniform (Where required):	Issue
Shirt, Long Sleeve, Navy Blue Combat Cloth With Four Front Pockets, With Sewn-on Shoulder Patches, Badge Patch And Fabric Name Tag	Issue
Trousers, Navy Blue Combat Cloth With Two Front Pockets, Two Back Pockets, And Two On Seam Cargo Pockets.	Issue
Collar Pins, Metal, Nickel in Color, With Initial "K-9" Belt, Duty Nylon, With Nylon Accessories, Belt Keepers, Black in Color	Issue
Headgear, Navy Ball Cap With Sewn-on Uniform Badge	Issue
Shoes To Be Determined Locally	Issue
Bullet Resistive Vest: (Fitted or Unfitted), Meeting National Bureau of Standards Class II, With a Minimum of Front, Rear, and Side Panels. (Authorized Only by Local Policy)	Issue
Badge Set: (VA Headquarters Issue)	Issue
Patches:	
VA Police Officer Badge Patches For Outer Garment (Locally Procured and Issued as Needed, VA Headquarters Approved Only)	Issue
VA Police Officer Shoulder Patches (2 Per Shirt And Outer Garment, Locally Procured, VA Headquarters Approved Only)	Issue
Duty Belt: 1 1/2-inch, Smooth Leather or Simulated Leather, With Belt Keepers, Black Color.	Issue
Weapons:	
OC Projector With Smooth Black Leather Holster.	Issue
Police Side Handle Baton With Holder	Issue
Handcuffs: 7 to 10 Ounce, Hinge or Chain, With Two Keys. (Optional: Nylon Flex-cuff May Be Issued In Addition To The Handcuff)	Issue
Handcuff Case: Smooth Black Leather, Fully Encasing Type Only.	Issue

<u>Uniform Item</u>	<u>Provided By</u>
Flashlight: Two Cell, With Holder. (Optional: Mini-Mag Flashlight With Holder).	Issue
Protective Glove Pouch: Black in Color, Belt Mount	Issue
Rank Insignia: Military Style Black, Nickel or Gold (Chief Only) Color Collar Pin-on as follow:	Issue
Patrolman: Collar Pins With Initial "VAP". (Optional).	Issue
Lead Officer, Shift Supervisor, or Other Officer, Who Is One Grade Above the Journeyman Level: Sergeant Collar Insignia or Blue Chevrons With Black Trim, Sewn on Both Sleeves	Issue
Supervisor or Other Officer, Who is Two Grades Above the Journeyman Level: Single Bar Collar Insignia.	Issue
Supervisor or Other Officer, Who is Three or More Grades Above the Journeyman Level: Double Bar Collar Insignia.	Issue
Uniformed Assistant Chief: Collar Pins With The Words "Assistant Chief".	Issue
Uniformed Chief: Collar Pins With The Word "Chief", Gold in Color	Issue
No Other Rank Insignia Is Authorized.	
Name Tag: Pin-On Type:	
Black Plastic, With White Lettering	Issue
OR	
Metal, Nickel In Color With Black Lettering	Issue
OR	
Metal, Gold In Color With Black Lettering (Chief Only)	Issue

DEFINITIONS

- 1. Arrest.** This is the placing of a person in custody or under restraint, usually for the purpose of compelling obedience to the law and to have the person answer for a criminal charge.
- 2. Assimilative Crimes Act.** This statute gives to the Federal government the authority to assimilate a State law in those instances where there is no comparable Federal law, and a crime is committed on Federal property under exclusive or concurrent Federal jurisdiction. (18 U.S.C. 13)
- 3. Code of Federal Regulations (CFR).** Contains rules and regulations which are published in the Federal Register. Specifically, 38 CFR contains all published rules and regulations of the Department of Veterans Affairs.
- 4. Concurrent Jurisdiction.** This term is applied in those instances where, in granting to the United States authority which would otherwise amount to exclusive jurisdiction over an area, the State concerned has reserved to itself the right to jointly exercise authority with the United States. Specific circumstances of each case and local arrangements determine which entity enforces the law.
- 5. Crime Against the United States.** This term is defined as a violation of a public law enacted by the United States Congress and incorporated in the Federal Criminal Code (18 U.S.C.) or other 'Federal statutes.
- 6. Department Property.** Land or buildings, owned or leased, that are under the jurisdiction of the Department of Veterans Affairs and are not under the control of the General Services Administration.
- 7. Drug Abuse and Prevention (Terms Defined).** General terms related to Drug Abuse and Prevention may be found in Title 21 U.S.C. 802.
- 8. Drug Schedules.** This is the system by which the Food and Drug Administration establishes a classification of controlled substances. Specific definitions of Schedules I through V may be found in Title 21 U.S.C. 812.
- 9. Entrapment.** Entrapment is the act of an officer or agent of the government in inducing a person to commit a crime not previously contemplated by the person in order to initiate criminal prosecution against the individual.
- 10. Exclusive Jurisdiction.** This term is applied when the Federal Government possesses sole authority over the site and in which the State concerned has not reserved to itself the right to exercise any authority concurrently with the United States except the

right to serve civil or criminal process in the area for activities which occurred outside the area.

11. Exigency. An urgent or emergency situation requiring immediate attention or action.

12. Felony. This term is defined as any offense punishable by imprisonment for more than one year, or death, as classified and set forth in Title 18 U.S.C. 3559.

13. Frisk. A pat down of the outer clothing or effects of a person during a “reasonable suspicion” stop when the officer reasonably concludes that the person may be armed and dangerous.

14. Infraction. This term is defined as any offense punishable by imprisonment for five days or less, to include no imprisonment, as classified and set forth in Title 18 U.S.C. 3559.

15. Investigative Detention (Stop). When knowledge of specific facts leads a police officer to reasonably suspect that a person is involved in criminal activity, the officer may stop and briefly detain the person for questioning even though probable cause does not yet exist for an arrest. A detention on less than probable cause should be brief unless circumstances dictate otherwise. These stops will normally be limited to fifteen minutes or less.

16. Juvenile. Anyone who is under 18 years of age.

17. Miranda Rights. Those Fifth and Sixth Amendment rights against self-incrimination and the right to representation of which an officer must advise a person who is in custody and about to be interrogated.

18. Misdemeanor. This term is defined as any offense punishable by imprisonment for one year or less, but more than five days, as classified and set forth in Title 18 U.S.C. 3559.

19. National Crime Information Center (NCIC). The NCIC is a computerized information/filing system of documented criminal justice data of nationwide interest and a locator file for missing and unidentified persons that was established for use by all criminal justice agencies.

20. National Law Enforcement Telecommunications System (NLETS). NLETS is a national computer-controlled message switching network linking local, state, and federal agencies together for the purpose of information exchange. It provides law enforcement with the capability to exchange criminal justice and criminal justice related information interstate.

21. Partial Jurisdiction. This is a modification of exclusive or concurrent jurisdiction wherein the State concerned has reserved certain authority to serve civil or criminal process in the area (e.g., the right to tax private property, application of zoning laws, etc.).

22. Probable Cause. Sufficient knowledge of articulable facts and circumstances that would lead a reasonable and sensible person to conclude that a person has committed or is committing a crime.

23. Proprietary Jurisdiction. This term is applied in those instances wherein the Federal Government has acquired some right or title to an area in a state, but has not obtained any measure of the State's authority over the area. In this instance, the State has sole criminal jurisdiction except for violations of Federal statutes and violations of established rules and regulations.

24. Reasonable Suspicion. Information giving birth to more than a hunch or mere suspicion, but less than that which will be probable cause. Those specific and articulable facts must, under the totality of the circumstances, support a reasonable and rational inference that a crime either has been, is being, or is about to be committed.

25. Title 18, United States Code. The Federal Code which contains criminal offenses and penalties.

26. Title 21, United States Code. The Federal Code which contains laws governing drug abuse prevention, control, and drug related offenses and penalties.

27. Title 38, United States Code. That body of laws having to do with Veterans' Benefits including medical benefits and the operation of the Department of Veterans Affairs.

28. Title 38, United States Code §901-905. Establishes law enforcement authority on property under the jurisdiction of the Department of Veterans Affairs.

29. Title 38, Code of Federal Regulation (CFR) 91.218. The Code of Federal Regulations section that implements VA Regulations governing security, law enforcement, and standards of conduct on Veterans Affairs property.