



Series 300 Support Services	Effective Date 12/09/2022	Review Date Annually	Directive Number 303.4
Chapter 303 – Facilities and Equipment			
Reviewing Office <i>Management Services</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised Revisions in <i>Italics</i>
References			

FACILITIES

303.4 – 1 PURPOSE

The purpose of this directive is to outline procedures, policies and guidelines for buildings around and/or maintained by the Detroit Police Department (DPD).

303.4 – 2 POLICY

The DPD’s policy is to maintain a clean, healthy, and secure environment for all members and the public-at-large.

303.4 – 3 Department Buildings

- All police buildings are public buildings; however, restrictions may be imposed on the public’s access to such buildings. Only supervisory officers or other members authorized by proper authority shall be allowed behind the precinct station desk. The officer-in-charge of the precinct desk may permit persons into restricted areas in certain instances, such as tours of the precinct.
 - No CJIS information shall be in the view of the public, e.g. computer monitors facing the view of the public, CJIS materials posted in lobby, community room, or any area in the public view.*
 - No CJIS material shall be thrown into garbage cans or recycle bins, e.g. LEIN print outs, incident reports.*
 - Blue Recycle containers shall not have paper inside them.*
 - Containers used for CJIS materials for burn or shred shall be labeled, and stationed where the public cannot access.*
 - Anyone entering a police facility shall be questioned in regards to their visit. Any visitors shall be escorted throughout the facility.*
 - Any door entering a restricted area shall be labeled, and no restricted area doors shall be propped open and/or unattended.*
 - All network rooms not in a secure area shall be locked.*
 - The PDU shall not bring the public into areas where CJIS materials are posted and displayed.*
 - Closed cases shall contain no LEIN print outs in the files.*

303.4 Facilities

2. Supervisory officers shall ensure that commercial television receivers are not placed in conspicuous view of the public in any police building. Loitering in a police building by itself is not prohibited by law. However, persons shall not act in a disorderly manner or disturb the peace of a police building. Persons may be charged with disturbing the peace in a public building under the state law if *they* interrupt the peace, and quiet, or interfere with or hinder persons from *their* work or lawful pursuit within a police building.
3. If a violator is ordered to leave the building by lawful authority, and returns, *they* may be arrested for trespassing under the state law. If the behavior of a person within a police building constitutes disorderly conduct, the person may be so charged under city ordinance.

303.4 – 3.1 Display of Flag

1. The American Flag shall be flown at each precinct station and department building every day from sunrise to sunset, weather permitting. It shall be raised briskly and shall be lowered slowly and ceremoniously. The flag shall never be allowed to touch the ground when lowered, and shall be folded neatly. The flag shall be flown at half-staff only when authorized by presidential proclamation in connection with events being mourned by the entire nation or in events as ordered by the Chief of Police.
2. On Memorial Day, the flag shall be displayed at half-staff from sunrise until noon and at full-staff from noon until sunset. When flown at half-staff, the flag shall be raised to the peak for an instant and then lowered to the half-staff position. Before the flag is lowered for the day, it shall be raised again to the peak and then lowered. When a patriotic effect is desired, the flag may be displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness.
3. With the permission of the Chief of Police, flags of states, cities, or other pennants may be flown on the same halyard beneath the Flag of the United States. When such flags or pennants are flown from adjacent staffs, the Flag of the United States should be hoisted first, and lowered last. No other flag or pennant may be placed above or to the right of the Flag of the United States.

303.4– 3.2 Circulation of Petitions

Circulation of petitions for political candidates by either citizens or employees in and about police buildings is prohibited.

303.4 -3.3 Unauthorized Business Activity in Police Buildings

Soliciting employment of legal services or the services of sureties upon criminal recognizance within a police building is prohibited by city ordinance. Persons shall not sell or offer goods for sale, canvass, or solicit in police buildings.

303.4 Facilities**303.4 - 3.4 Building Maintenance and Emergency Repairs**

1. When a police building requires building maintenance work, Facilities Management shall be notified. Under no circumstances are department members permitted to make alterations or perform maintenance work on department buildings or allow such work to be performed by unauthorized personnel.
2. When a maintenance emergency, e.g., power, plumbing, heating failures, etc., occurs in a police building, the commanding officer or officer in charge of that facility shall notify Facilities Management. If the emergency occurs during other than regular business hours, the maintenance supervisor on-duty shall be notified via *Notification and Control*. The maintenance supervisor shall determine if the nature of the problem requires immediate attention. If immediate attention is necessary, the maintenance supervisor shall notify appropriate agencies.
3. Under no circumstances shall department personnel attempt to make emergency electrical repairs or activate emergency generators. This includes the activation of portable generators, which are located at various police buildings. In the case of minor lighting failures, e.g., burned out light bulbs, regular maintenance personnel may make the needed repairs.

303.4 - 4 Police Radio Station

Security gates at Communications Systems radio stations shall be locked at all times. Members patrolling the area of police radio stations shall be alert for persons loitering or exhibiting other suspicious behavior near such facilities.

303.4 - 5 Michigan Clean Indoor Air Act

In accordance with the Michigan Clean Indoor Air Act, P.A. 198 of 1986 and P.A. 296 of 1988, smoking is prohibited throughout department facilities.

303.4 - 6 Detroit Public Safety Headquarters (DPSH) Building**303.4 - 6.1 Visitors to the Detroit Public Safety Headquarters (DPSH) Building**

All visitors to the *Detroit* Public Safety Headquarters (*DPSH*) building must first report to the East Lobby reception area for screening. All visitors must sign-in and state *their* purpose before access will be granted by *DPSH* Security personnel. Visitors with explosives, weapons, or contraband will not be allowed in the building.

Visitors with business in the public areas of the facility will be issued a Limited-Access badge for entry. Visitors with business in a non-public part of the facility will be issued an Escort-Required badge and will need to be escorted from the East Lobby to the concerned command.

303.4 Facilities

303.4 - 6.2 Tours

Corporate Communications is responsible for scheduling, guiding and arranging group tours of the *Detroit* Public Safety Headquarters (*DPSH*) building. All citizen requests for such tours shall be referred to *Media Relations*.

303.4 - 7 *Detroit* Public Safety Headquarters (*DPSH*)

Fitness Center

303.4 - 7.1 Authorizing for Use

The *Detroit* Public Safety Headquarters (*DPSH*) building is owned by the Detroit Building Authority (DBA) and operated by building management contracted through DBA. Persons wishing to use the Fitness Center located in *DPSH* (fifth [5th] floor) may request authorization at the *DPSH* security office located on the first (1st) level. Authorization for access to the *DPSH* Fitness Center will only be granted to personnel currently assigned to the *DPSH* who have signed a Waiver and Release form.