

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-340
	APPROVAL:	EFFECTIVE DATE March 1, 1998
SUBJECT: CAPITOL AREA SECURITY SERVICES	PAGE 1 OF 1	

PURPOSE: To provide Policies and Processes for security services, ensuring accountability and timely response, for State facilities in Salem under the control of the Department.

- POLICY:**
- I. Security services shall be provided by the Department of State Police, Capitol Mall Patrol Office. Its officers shall patrol State buildings and property in the Capitol Mall area and in the Airport Road area in Salem, which are within the jurisdiction of the Department.
 - II. Capitol Mall Patrol Office personnel shall patrol the designated facilities at intervals established by the Department and specified in the Interagency Agreement between the Department and State Police.
 - III. Any incidents occurring in the Capitol Mall area or in the Airport Road area in Salem, under the control of the Department, shall be reported to the State Police dispatcher or the Capitol Mall Patrol Office (986-1122).

PROCEDURE:

Responsibility

Action

Operations and Maintenance

1. Establishes and maintains a liaison with the Administrator of the Capitol Mall Patrol Office of State Police.
2. Monitors security services and reviews security reports.
3. Assists or cooperates with Capitol Mall Patrol Office officers, when needed, and calls 986-1122 to report the location and type of problem in buildings and grounds in the Capitol Mall area or the Airport Road area in Salem.