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**SUBJECT: PHILADELPHIA PUBLIC SERVICES BUILDING SECURITY REGULATIONS**

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**1. POLICY**

- A. The Philadelphia Public Services Building (PPSB) is a city building which encompasses other city agencies besides the Philadelphia Police Department (PPD). In addition, it includes the Medical Examiner’s Office (MEO), Fire Radio, Public Property, and the Office of Innovation and Technology (OIT). Security at the Philadelphia Public Services Building (PPSB) will be enforced twenty-four (24) hours a day.
- B. The Police Headquarters Building Security Unit (PHBS) supervisors are responsible for the security of the building and the patrolling of the parking garage. In the absence of the PHBS supervisors, the Police Detention Unit (PDU) supervisors will assume responsibility.
- C. The entrance located at 15<sup>th</sup> and Callowhill Streets will only be used by employees, both police and civilians, who work at the PPSB. All visitors (e.g., complainants, witnesses, police recruits, new hires, and interns) will enter and exit the building by using the main entrance located at 400 North Broad Street.
- D. Loading Bay Door #1 located on the 15<sup>th</sup> Street side of the PPSB will only be used for official business deliveries (e.g., FedEx, UPS, Police Warehouse) custodial duties, etc. Loading Bay Doors #2, #3, and #4 will only be used by the Medical Examiner. Each time an employee uses the bay door, they will use their Police Identification card to scan the Lentil Card Reader which will record their name and the time they used the loading bay door. These doors will be alarmed at all times.

**NOTE:** All PPSB Unit supervisors will ensure personnel under their supervision are not using the loading bay doors for a general entrance.

- E. All PPD supervisors will ensure that all sworn plainclothes and civilian personnel while inside the PPSB display their identification cards on their outermost garment at all times.

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## 2. SECURITY AREAS

A. Uniformed police officers will be assigned, at all times, to the Security Reception Desk located at 400 North Broad Street (i.e., main entrance). There will also be a uniformed officer assigned at all times to the employee entrance located at 15<sup>th</sup> and Callowhill Streets. In addition, a uniformed officer will be assigned to the ramp which leads to the PDU.

1. The officers will remain in their assigned areas until properly relieved.
2. The officers will be responsible for maintaining any log books at their assigned areas.
3. All non-uniformed persons entering the PPSB without an ID card displayed will be stopped by the PHBS officers and asked to identify themselves.

4.

REDACTED - LAW ENFORCEMENT SENSITIVE

The PPSB is under 24-hour surveillance.

**NOTE:** Anyone who requests video footage from the PPSB cameras will use the [Intelligence Bureau Request for Information \(RFI\) Form](#) located under the “Forms” section on the Philadelphia Police Department’s Intranet Homepage.

5. Alarm systems at the PPSB will be maintained by Elliot-Lewis 24 hours a day, 7 days a week. Major issues will be reported immediately to the on-duty PHBS Unit officer at the Security Reception Desk who will make the proper notifications.
6. Personnel will not enter the Medical Examiner's area without having official police business.

B.

REDACTED - LAW ENFORCEMENT SENSITIVE

C. Personnel from the PHBS Unit will examine all packages and letters delivered to the PPSB for any irregularities (Refer to Directive 4.5, “Bomb Scares, Explosive Devices and Explosions,” Section 7, “Letter and Parcel Bomb Incidents”).

D. Visitors will be admitted as follows:

1. All visitors having business in the PPSB will be stopped and asked to identify themselves, state their business and be required to enter their name in the visitor log book.
  - a. The visitor will be announced to the appropriate office via telephone. When it is ascertained that the visitor is expected, the appropriate entries will be made in the log book.
  - b. The visitor will wait for a member of the pertinent office to meet PHBS personnel at the Security Reception Desk for an escort. An escort will be required for all visitors to and from the various offices.
2. All persons entering the PPSB for purposes of criminal registration will enter through the designated doors located on 15<sup>th</sup> Street closest to the Bay 1 doors.
3. All sworn police personnel assigned to any unit in the PPSB will stop and question persons who are not being escorted or displaying identification. Persons found without an escort will be brought to the Security Reception Desk for investigation.
4. Groups touring the PPSB will sign in and out as a group by their police escort.

E. Prisoners

1. **Under no circumstances will prisoners be brought into the PPSB through the main lobby.** Police personnel transporting adult prisoners will use the PDU garage entrance located down the ramp at 15<sup>th</sup> and Callowhill Streets and in accordance with provisions outlined in Directive 7.8, "Adult Detainees in Police Custody."
2. The PHBS officer at the Security Reception Desk will accept documents (Bail Certificates or Copy of Charges) from people seeking the release of prisoners and will contact the PDU supervisor.
  - a. The PDU supervisor will assign an officer to obtain the document from the PHBS officer at the Security Reception Desk.
  - b. When arrangements have been completed for the prisoner's release, the PDU officer will escort the prisoner to the designated door next to Bay 1 on the 15<sup>th</sup> Street side of the PPSB.
3. Police personnel transporting juvenile prisoners to the PPSB for processing will follow the provisions outlined in Directive 5.5, "Juveniles in Police Custody."

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### 3. PPSB BUILDING/GARAGE ACCESS

- A. Police department employees accessing any police facility equipped with a card access reader (keypad) **MUST** use their official police department identification card. No alternative devices or methods will be substituted in place of the departmental-issued identification card for accessing police or city facilities. Personnel found in violation of this section may be subject to disciplinary action.
- B. Alternative devices/methods are unauthorized as they pose a security risk for all employees. Cloning an employee's identification card/credentials onto a key fob, or electronic devices, such as cellphones, watches, and stickers that function as key fobs are strictly prohibited.

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### 4. PARKING GARAGE

- A. The PPSB has two parking areas. The Main Parking Garage and the underground parking area both located at 15<sup>th</sup> and Callowhill Streets.
  - 1. The PHBS officer will:
    - a. Allow only official police vehicles, personal vehicles displaying valid permits and city vehicles on official business to park in the PPSB parking garage.
    - b. Designate visitor parking spots, when available, for visitors having official business at the PPSB.
    - c. Pay particular attention to people entering and leaving the building during hours of darkness.
  - 2. Unauthorized vehicles will be issued a PVR and towed.
  - 3. Between the hours of 6 P.M. and 6 A.M., and during the entire weekend, a 9<sup>th</sup> District RPC will make periodic checks of the PPSB parking garage when possible, and shall record the checks on their patrol log.
- B. Parking Placards
  - 1. The PHBS will issue parking placards with final authorization from the Deputy Commissioner, Organizational Services. Parking placard request forms will be provided to all police units and city agencies assigned to the PPSB.

2. Parking placards will be visibly displayed on the front dashboard of a vehicle whenever parking in the PPSB garage. Personnel will not block the vehicle identification number (VIN) with the placard or any other object.
3. Parking placards will not be shared, copied, and/or borrowed at any time.
4. The PHBS will maintain the file for all placard requests.

#### C. Garage Parking Regulations

1. Personnel will utilize their city-issued identification card to gain access in and out of the garage.
2. The first (1st) level of the parking garage is reserved parking at all times.
3. The third (3rd) level of the parking garage also has reserved parking for the Medical Examiner's Office (MEO), Philadelphia Fire Department (PFD), Department of Public Property (DPP), and the Office of Innovation and Technology (OIT). These spots are marked with yellow paint that identifies the city agency that the space is reserved for. These spots are reserved at all times.
4. Personnel that do not have reserved parking, will park their vehicle on level two (2) through five (5). Due to the limited number of parking spaces, parking is on a first come, first serve basis.
5. Vehicles must be parked legally and in between the yellow lines. At no time will a vehicle, regardless of size, utilize two parking spaces.
6. Personnel **WILL NOT** park marked or unmarked police vehicles in the PPSB parking garage. Exceptions are the PPSB pool cars and authorized take-home vehicles.
7. Marked and unmarked police vehicles will park in the posted designated locations on the 1400, 1500, and 1600 blocks of Callowhill Street.
8. Persons who have a disability will park in spaces that are visibly marked with blue paint and are reserved only for personnel who have official persons with disability parking placards.
9. Personnel **WILL NOT** plug their electric vehicles into any electrical outlet in the parking garage.

#### D. Safe Operation of Vehicles

1. Personnel will exercise due regard for the safety of all persons whenever driving in and out of the parking garage.

2. The PPSB parking garage gates are programmed to close after each vehicle travels through them so each vehicle must come to a complete stop to allow for the proper closing of the gates. Please note that the gates operate with an audio warning whenever the gates are in motion.

E. Policy Violations

1. Any violation of this policy may result in disciplinary action for the appropriate personnel, issuance of a parking ticket, vehicle being towed, and/or the loss of parking privileges in the PPSB parking garage.

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<b>RELATED PROCEDURES</b>	Directive 4.5,	Bomb Scares, Explosive Devices and Explosions
	Directive 5.5,	Juveniles in Police Custody
	Directive 7.8,	Adult Detainees in Police Custody

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**BY COMMAND OF THE POLICE COMMISSIONER**

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