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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	PHYSICAL SECURITY
POLICY REFERENCE NO:	Inf/21

Executive Summary.

West Midlands Police holds and processes confidential and personal information on private individuals, employees, partners and suppliers and also sensitive information relating to its own operational activities. In processing and storing this information the organisation has a responsibility to safeguard it and protect it from misuse.

***Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.*

Intended Policy Audience.

This policy applies to every police officer, member of police staff, police community support officer, special constable, volunteer, contractor, and approved persons working for or on behalf of West Midlands Police.

Current Version And Effective Date.	Version 0.2	10 Feb 2015
Business Area Owner	Information Management Services	
Department Responsible	Information Management	
Policy Contact	Kate Jeffries – Head of Information Management	
Policy Author	Tom King	
Approved By	DCC Thompson	
Policy Initial Implementation Date	18/02/2015	
Review Date	18/02/2017	
Protective Marking	Not Protectively Marked	
Suitable For Publication – Freedom Of Information	Yes	

Supporting Documents

- HMG Security Policy Framework (SPF);
- CESA IA Standards (IAS) and Good Practice Guides (GPG's);
- BS EN ISO27001 A.9 – Information Technology
- Security Assessment for Protectively Marked Assets (SAPMA)
- WMP Local Threat Assessment
- WMP Information Security Policy
- *Code of Ethics* (http://www.college.police.uk/docs/Code_of_Ethics.pdf)

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see http://www.college.police.uk/docs/Code_of_Ethics.pdf for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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1. INTRODUCTION

PURPOSE

- 1.1. The purpose of this policy is to establish standards in regard to the physical and environmental security of West Midlands Police's information in line with current legislation and industry good practices.

SCOPE

- 1.2. All West Midlands Police employees, partners, contractual third parties and agents with access to force equipment and information (electronic and paper records) are responsible for ensuring the safety and security of the force's equipment and the information they use or manipulate. Where applicable, extracts will be posted in prominent locations with West Midlands Police departments.

2. PHYSICAL SECURITY POLICY

Access Control

Security during normal working hours

- 2.1. All employees requiring access to West Midlands Police premises during normal working hours, shall gain entry either by use of an approved authentication token or on the production of a West Midlands Police Warrant card or similar West Midlands Police recognised identity document.
- 2.2. After entry to any premises used within the West Midlands Police estate, employees shall check that:
- The main door or automatic access point (door/gate) through which entry was gained has closed and that the locking mechanism has correctly engaged; and
 - They were not tail-gated; however should this occur they are to immediately identify and challenge any unknown or unexpected visitor. Dependant on the system any prospective identified tailgater maybe required to authenticate at the entry point to maintain an accurate nominal role for building evacuation purposes.
 - Clients, couriers, delivery drivers and visitors to West Midlands Police premises shall only gain access to premises once their identity has been confirmed and it has been established that they are expected by an employee of West Midlands Police:
 - No unescorted access will be granted. All clients, couriers, delivery drivers and visitors shall be met at and escorted by an employee of West Midlands Police for the duration of their visit.

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- 2.3. After entry has been permitted to a client, courier, delivery driver or visitor to West Midlands Police's premises the employee shall check that:
- The main door or automatic access control point (gate/door) has closed and that the lock has engaged; and
 - They were not tail-gated; however should this occur then they are to immediately identify and challenge any unknown or unexpected visitor. All clients, couriers, delivery drivers or visitors who attempt to gain access by tailgating should be directed to report to the visitor's reception.

 - Ensure (as appropriate) that the client, courier, delivery driver or visitor:

 - Signs the Visitor's Book; and

 - Is escorted to the person that they have come to visit or the appropriate meeting room; or

 - Is escorted at all times when on West Midlands Police premises.
- 2.4. Once the client, courier, delivery driver or visitor no longer has any requirement to remain on West Midlands Police premises the Employee shall escort them from the building via the visitor's reception are and:
- Ensure that the client, courier, delivery driver or visitor updates the Visitor's Book; and

 - Returns any temporary access pass or visitor's pass;

 - Check that the main door or automatic access control point (gate/door) closes and the lock has engaged once the client, courier, delivery driver or visitor has vacated the building.
- 2.5. During normal working hours no access control point (manned or automated) should be ever be left insecure and all visitor's receptions are to be manned by a suitably trained employee. If an employee exits through any automated access point during working hours they must ensure that the door/barrier closes and that the lock has correctly engaged.
- 2.6. Access to restricted areas within the West Midlands Police estate is to be strictly controlled and monitored by the relevant Head of Department. Any access control list or key authorisation list is to be review annually by the Department Head. Any key or combination affording access to a restricted area is to be secured in a manner consummate with the highest level of protective marking material being stored within the secure area.
- 2.7. Office cleaning shall occur only during working hours and by personnel suitably cleared to the appropriate level. Should this not be possible then cleaners are to be escorted at all times by a suitably cleared employee.
- 2.8. Employees working in restricted areas are to challenge anyone not wearing an identification badge. Any unauthorised person is to be immediately escorted to the visitor's reception where further enquiries are to be made as to the validity and purpose of their visit.

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Security at the end of the normal working hours

- 2.9. At the end of normal working hours each employee shall exit through the main door or automated access control point and check to ensure that the door/gate is secure and the lock correctly engaged.
- 2.10. All staff share responsibility for ensuring the security of their working location. Local procedures for distinct working locations such as a building or floor should be in place. The last person to leave a discrete area or building is expected to ensure that the area is secure in line with those local procedures. In the event of an incident Gateway may be used to ascertain who was last to leave.
- 2.11. Before exit (if relevant):
- Set the Alarm (Intruder Detection System ('IDS')); and
 - Switch off stair lights.
- 2.12. On exit ensure that (if relevant) :
- The Alarm has set;
 - The main door is locked

General Security and Maintenance

- 2.13. West Midlands Police shall mark all IT equipment and attractive items with an appropriate asset tracking number. This can be either using visible or invisible techniques i.e. Smart-Water and install Smart-Water signs on windows and doors within the building.
- 2.14. A Security Assessment for Protectively Marked Assets ('SAPMA') matrix shall need to be completed annually or when significant change occurs in the Protective Marking of data. A change can be defined as but not limited to the amount of data stored, location of data or an increase in protective marking.
- 2.15. Maintenance of security equipment should be conducted at least annually by approved suppliers and in line with any Service Level Agreement or similar maintenance contract.

Environmental Controls

- 2.16. West Midlands Police shall ensure that assessments/maintenance is carried out at least annually to ensure that:
- Adequate fire protection and detection is provided;
 - Adequate protection is provided to protect against the risk of water damage;
 - Where appropriate, buildings are protected against lightning strikes;
 - Where appropriate, protection is provided against pest damage; and
 - Heating, ventilation and air conditioning equipment is used where appropriate to control the temperature and humidity levels for key IT equipment.
- 2.17. Further procedures may be required to be developed to cater for events beyond the reasonable control of West Midlands Police.

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- 2.18. All assessment and maintenance records are to be stored with the relevant building custodian and be available for auditing purposes.

Perimeter Security

- 2.19. West Midlands Police have liaised with the local Counter Terrorist Security Advisors and developed measures to reduce the possibility of a terrorist attack or an incursion by an organized crime syndicate. The measures adopted and implemented also place reliance upon employees to report any suspicious activity, unserviceable security related equipment and all security breaches. Analyzing reported security breaches and observing local crime patterns enables WMP to develop a more robust and effective security posture whilst encouraging security awareness through education.

3. UNDERPINNING POLICIES AND PROCEDURES

- 3.1. To support the overarching Physical Security policy the following policies will be maintained by the force –

1. Vetting\personnel policy;
2. Force Information Security Policy;
3. Information Security Incident Management Policy;
4. Information Services Risk Register;
5. West Midlands Police Risk Appetite Statement;

4. EQUALITY IMPACT ASSESSMENT (EQIA).

- 4.1. The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how West Midlands Police has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.

5. HUMAN RIGHTS.

- 5.1. This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of West Midlands Police (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

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6. FREEDOM OF INFORMATION (FOI).

- 6.1. Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 0.2 of this policy has been GPMS marked as Not Protectively Marked.
- 6.2. Public disclosure does not automatically apply to supporting force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
N/A		

7. TRAINING.

- 7.1. There is no specific training for West Midlands Police personnel; however those individuals with a specific involvement in Risk Management will have the relevant training courses detailed within their job specifications.

8. PROMOTION / DISTRIBUTION & MARKETING.

- 8.1. The following methods will be adopted to ensure full knowledge of the Policy:
 - Newsbeat
 - Intranet
 - Posters
 - Policy Portal
- 8.2. No uncontrolled printed versions of this document are to be made without the authorisation of the document owner.

9. REVIEW.

- 9.1. The policy business owner – Head of Information Management – maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.
- 9.2. The policy should be considered a ‘living document’ and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.
- 9.3. A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted annually as indicated on the first page.
- 9.4. Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 9.5. Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.

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10. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
0.1	24 Dec 2014	Initial Draft	Tom King/Stephen Laishley
0.2	11 February 2015	Amended Version	Stephen Laishley
0.2	02/03/2015	Policy Live – added CC signature and Policy Ref No	56408 Couchman