

Policy Name:	Physical and Environmental Protection
Policy Number:	44
Agency Name:	Westbrook Police Department
Effective Date:	08/11/2026
Revision Date:	
FBI CJIS Security Policy Section:	5.9 Physical and Environmental Protection Policy (PE)

PURPOSE:

To ensure that Information Technology (IT) resources are protected by physical and environmental security measures that prevent physical tampering, damage, theft, or unauthorized physical access.

POLICY:

This policy is applicable to all departments and users of IT resources and assets of **Westbrook Police Department**.

1. PHYSICAL ACCESS AUTHORIZATIONS

The **Westbrook Police Department** shall:

- a. Develop, approve, and maintain a list of individuals with authorized access to **Lamberton Police Department** where the system resides.
- b. Issue authorization credentials for **Westbrook Police Department** access.
- c. Review the access list detailing authorized **Westbrook Police Department** access by individuals annually and when personnel changes occur.
- d. Remove individuals from the **Westbrook Police Department** access list when access is no longer required.

2. PHYSICAL ACCESS CONTROL

The **Westbrook Police Department** shall:

- a. Enforce physical access authorizations by:
 - a. Verifying individual access authorizations before granting access to **Westbrook Police Department**.
 - b. Controlling ingress and egress to **Westbrook Police Department** using agency-implemented procedures and controls.
- b. Maintain physical access audit logs for **Westbrook Police Department** and agency-defined sensitive areas.
- c. Control access to areas within the **Westbrook Police Department** designated as non-publicly accessible by implementing physical access devices including, but not limited to keys, locks, combinations, biometric readers, placards, and/or card readers.

- d. Escort visitors and control visitor activity in all physically secure locations of **Westbrook Police Department**.
 - e. Secure keys, combinations, and other physical access devices.
 - f. Inventory all agency-issued physical access devices annually.
 - g. Change combinations and keys when keys are lost, combinations are compromised, or when individuals possessing the keys or combinations are transferred or terminated.
 - h. If the above conditions cannot be met refer to the requirements listed in PE-17.
3. ACCESS CONTROL FOR TRANSMISSION
The **Westbrook Police Department** shall:
- a. Control physical access to information system distribution and transmission lines and devices within **Westbrook Police Department** facilities using agency-implemented procedures and controls.
4. ACCESS CONTROL FOR OUTPUT DEVICES
The **Westbrook Police Department** shall:
- a. Control physical access to output from monitors, printers, scanners, audio devices, facsimile machines, and copiers to prevent unauthorized individuals from obtaining the output.
5. MONITORING PHYSICAL ACCESS
The **Westbrook Police Department** shall:
- a. Monitor physical access to the **Westbrook Police Department** where the system resides to detect and respond to physical security incidents.
 - b. Review physical access logs quarterly and upon occurrence of any physical, environmental, or security-related incidents involving CJI or systems used to process, store, or transmit CJI.
 - c. Coordinate results of reviews and investigations with the **Westbrook Police Department** incident response capability.
 - d. Monitor physical access to the facility where the system resides using physical intrusion alarms and surveillance equipment.
6. VISITOR ACCESS RECORDS
The **Westbrook Police Department** shall:
- a. Maintain visitor access records to **Westbrook Police Department** where the information system resides for one year.
 - b. Review visitor access records quarterly.

- c. Report anomalies in visitor access records to organizational personnel with physical and environmental protection responsibilities and organizational personnel with information security responsibilities.
- d. Limit personally identifiable information contained in visitor access records to the minimum PII necessary to achieve the purpose for which it is collected.

7. POWER EQUIPMENT AND CABLING

The **Westbrook Police Department** shall:

- a. Protect power equipment and power cabling for the system from damage and destruction.

8. EMERGENCY SHUTOFF

The **Westbrook Police Department** shall:

- a. Provide the capability of shutting off power to all information systems in emergency situations.
- b. Place emergency shutoff switches or devices in easily accessible locations to facilitate access for authorized personnel.
- c. Protect emergency power shutoff capability from unauthorized activation.

9. EMERGENCY POWER

The **Westbrook Police Department** shall:

- a. Provide an uninterruptible power supply to facilitate an orderly shutdown of the information system or transition of the information system to an alternate power source in the event of a primary power source loss.

10. EMERGENCY LIGHTING

The **Westbrook Police Department** shall:

- a. Employ and maintain automatic emergency lighting for the system that activates in the event of a power outage or disruption and that covers emergency exits and evacuation routes within the facility.

11. FIRE PROTECTION

The **Westbrook Police Department** shall:

- a. Employ and maintain fire suppression and detection systems that are supported by an independent energy source.
- b. Employ fire detection systems that activate automatically and notify organizational personnel with physical and environmental protection responsibilities and police, fire, or emergency medical personnel in the event of a fire.

12. ENVIRONMENTAL CONTROLS

The **Westbrook Police Department** shall:

- a. Maintain adequate HVAC levels within the facility where the system resides at recommended system manufacturer levels.
- b. Monitor environmental control levels continuously.

13. WATER DAMAGE PROTECTION

The **Westbrook Police Department** shall:

- a. Protect the information system from damage resulting from water leakage by providing master shutoff or isolation valves that are accessible, working properly, and known to key personnel.

14. DELIVERY AND REMOVAL

The **Westbrook Police Department** shall:

- a. Authorize and control information system-related components entering and exiting the **Westbrook Police Department**.
- b. Maintain records of the system components.

15. ALTERNATE WORK SITE

The **Westbrook Police Department** shall:

- a. Determine and document all alternate facilities or locations allowed for use by employees.
- b. Employ security controls at alternate work sites:
 - i. Limit access to the area during CJI processing times to only those personnel authorized by **Westbrook Police Department** to access or view CJI.
 - ii. Lock the area, room, or storage container when unattended.
 - iii. Position information system devices and documents containing CJI in such a way as to prevent unauthorized individuals from access and view.
 - iv. Follow the encryption requirements found in SC-13 and SC-28 for electronic storage (i.e., data at-rest) of CJI.
- c. Assess the effectiveness of controls at alternate work sites.
- d. Provide a means for employees to communicate with information security and privacy personnel in case of incidents.

ROLES AND RESPONSIBILITIES:

Local Agency Security Officer: Ensure that policies and procedures required by the FBI CJIS Security Policy are developed and maintained. Ensure that policies and procedures are disseminated and operationalized.

Westbrook Police Department Information Technology Staff: Develop, document, and disseminate to organizational personnel with physical and environmental protection responsibilities:

Agency-level physical and environmental protection policy that:

- (a) Addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
- (b) Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and

Procedures to facilitate the implementation of the physical and environmental protection policy and the associated physical and environmental protection controls.

Designate **Westbrook Police Department** personnel with information security responsibilities to manage the development, documentation, and dissemination of the physical and environmental protection policy and procedures.

Review and update the current physical and environmental protection:

- 1. Policy annually and following any physical, environmental, or security related incidents involving CJI or systems used to process, store, or transmit CJI; and
- 2. Procedures annually and following any physical, environmental, or security related incidents involving CJI or systems used to process, store, or transmit CJI.

Westbrook Police Department Personnel: All **Westbrook Police Department** personnel will understand what constitutes physical and environmental protection.

COMPLIANCE:

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

REFERENCE:

National Institute of Standards and Technology (NIST)
FBI CJIS Security Policy

CLEO or Agency Director

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