

## Building and Site Security Requirements

Handbook RE-5

September 2009  
Transmittal Letter 9  
Restricted Information

- A. Explanation.** This revision of Handbook RE-5 replaces and obsoletes all previous versions of the handbook. The handbook details U.S. Postal Service building and site security policies and standards for all Postal Service facilities; new construction (both Postal Service-owned or -leased); and the erection, renovation, remodeling, or expansion of any structure occupied or to be occupied by or for the Postal Service.
- B. Deviations.** Submit requests for deviations from the standards provided in Handbook RE-5 in accordance with the policy defined in Chapter 1.
- C. Comments and Questions.** If you need further clarification about the policies and procedures outlined in this handbook, send your request to:
- INSPECTOR IN CHARGE  
SECURITY GROUP  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 3337  
WASHINGTON DC 20260-2186  
202-268-4273
- D. Effective Date.** These standards are effective immediately and must be used on all facility-related projects, including new construction, renovations, and repair and alterations projects.



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# 1 Introduction

## 1-1 Scope

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### 1-1.1 Purpose

The standards in this handbook are intended to ensure a safe and secure environment for Postal Service™ employees, Postal Service assets, and mail in Postal Service custody. However, the standards in this handbook are not all inclusive.

The standards fall into two categories:

- a. **Security of personnel, buildings, and mail on site.** This category provides for security of personnel within the confines of the site and the security of mail and Postal Service assets that are either on site or are entering or leaving the site.
- b. **Security of mail and Postal Service assets within a building.** This category of security includes protection against theft and the apprehension of any individual (e.g., a Postal Service employee or a member of the public) who attempts to remove or tamper with the mail or Postal Service assets within a building. This requirement is mandated by statutory authority under *United States Code* (U.S.C.), Titles 18 and 39, and the *Code of Federal Regulations* (CFR), Titles 39 and 41.

### 1-1.2 Policy Statement

Compliance with Handbook RE-5 and Handbook AS-503, *Standard Design Criteria*, which further details standards, is required at all Postal Service facilities whether the facilities are owned or leased by the Postal Service. Handbooks RE-5 and AS-503 are in sync with other Postal Service policies and procedures.

The standards in this handbook apply to:

- a. Existing Postal Service facilities.
- b. New construction.
- c. Renovations, alterations, remodeling, and expansion of any structure occupied or to be occupied by or for the Postal Service for the purpose of processing, staging, or otherwise handling mail matter or Postal Service assets.

By adhering to the standards in Handbook RE-5, the Postal Service can ensure that the most acceptable level of security and protection available are provided.

Temporary security measures must also be provided during any renovation, alteration, remodeling, or expansion project at an existing Postal Service facility. When a general contractor, its employees, subcontractors, laborers, and representatives are working in a building occupied by the Postal Service, they must be issued security clearances in accordance with *Administrative Support Manual (ASM) 272.3*.

[Exhibit 1-1.2](#) summarizes key building and site security policies stated in this handbook. Refer to [Exhibit 1-1.2](#) to determine key criteria for the design or inspection of Postal Service facilities as determined by their type and square footage.

Exhibit 1-1.2

**Building and Site Security Requirements by Type of Facility and Square Footage**

Type of Facility <sup>1</sup> and Square Footage	Security Requirements								
	Access Control System <sup>2</sup>			Criminal Investigative Office at Finished Floor	Intrusion Detection System	Robbery Countermeasure <sup>3</sup>	Criminal Investigative CCTV System	CCTV System (Retail) <sup>4</sup>	Security CCTV System
	Mechanical	Electromechanical	Computerized						
Customer service 10,000 square feet or less <sup>5</sup>	4				4 <sup>2</sup>	4		4	
Customer service more than 10,000 square feet including medium-standard-building design		4		4	4 <sup>2</sup>	4	4 <sup>6</sup>	4	
Delivery facilities more than 10,000 square feet (including carrier annexes)		4		4	4 <sup>2</sup>		4 <sup>5, 6</sup>		
Mail processing facilities 60,000 square feet and larger			4	4	4 <sup>7</sup>		4	4	4
Stamp Services Center (SSC), Postal Service data center, or information technology center			4		4				4
Administrative <sup>8</sup>	4	4 <sup>9</sup>		4 <sup>9</sup>	4 <sup>9</sup>				4 <sup>9</sup>

1. Square footage is measured in gross area. In new construction, square footage is determined by PS Form 919, Facility Planning Concept (FPC), PS Form 929, Major Facility Planning Data, or both forms.
2. Level of access control may differ due to risk analysis.
3. Applies to a facility in a high-crime area as determined by a risk analysis.
4. Applies to a facility that has open merchandising and as determined by a risk analysis.
5. Includes Small Standard Building Designs (SSBDs) through SSBD 100 with domiciled or nondomiciled offices.
6. Provided a 10-year, full-time employment compliment will equal or exceed 29 carriers.
7. At 24-hour facilities, an intrusion detection system (IDS) is only provided at registry areas, stamp distribution offices, criminal investigative offices, and breakout doors.
8. Includes facilities' service offices, Inspection Service offices, Office of Inspector General (OIG) offices, National Law Enforcement Command Centers, computer data centers, area offices, etc. These spaces are separate from mail processing spaces.
9. Closed-circuit television (CCTV) system, level of access control, and IDS determined by decision of occupants with concurrence of the Inspection Service. CCTV system, level of access control, and IDS at OIG offices as determined by the OIG.



### 1-1.3 Handbook Organization

Chapters in this handbook begin with the requirements for the perimeter of a site and progress to a site's physical components, spaces, and systems as follows:

- a. **Chapter 2, Site Security** — Standards for security measures on sites occupied by Postal Service facilities.
- b. **Chapter 3, Security Standards for Building Components** — Technical standards for discrete building elements and systems.
- c. **Chapter 4, Security Standards for Types of Operations and Functional Areas** — Security standards mandated by the type of space or functions within a building.
- d. **Chapter 5, Criminal Investigative System (CIS)** — Technical standards for the criminal investigative office (CIO), CIS, CCTV system, and lookout galleries (LOGs).

Chapters 2 through 4 address security measures for external and internal threats (e.g., theft, vandalism, assault, and armed robbery). Chapter 5 addresses security measures required to protect the integrity of the mail from internal threats.

## 1-2 Codes and Standards

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### 1-2.1 Code Standards

The standards in this handbook comply with applicable security, life safety, and building codes. If conflicts arise, bring the conflicts immediately to the attention of the team leader of Design and Construction, Facilities Program Management, Facilities, Headquarters (HQs), and the Inspector in Charge (INC), Security Group, HQs.

### 1-2.2 Postal Service and Industry Standards

All known applicable Postal Service and industry standards were used to prepare this handbook. If conflicts arise, bring them immediately to the attention of the team leader of HQs Design and Construction and the INC, Security Group, HQs.

### 1-2.3 Architectural Barriers Act

Postal Service property is subject to the Architectural Barriers Act of 1968, as stated in Handbook RE-4, *Standards for Facility Accessibility*.

LOGs and CIOs are exempt from handicap accessibility; however, common-use Inspection Service space is subject to accessibility criteria.

## 1-3 Coordination With Inspection Service

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### 1-3.1 Security Assessment

To provide the Inspection Service with an opportunity to address the specific security standards for Postal Service-owned or -leased facilities, the appropriate INC must be advised, in writing, by the preparer of the document(s) immediately upon implementation of a Facility Planning Concept (FPC) or other initial project document.

Coordination with the Inspection Service is required throughout the site selection, planning, design, and construction phases of every facility project to ensure that security standards are met.

Numerous factors can influence the level of security required at a given facility. As part of the security risk analysis, the Postal Inspector must weigh the following considerations at the beginning of any project:

- a. Type of Postal Service operation to be housed in the facility.
- b. Hours of operation.
- c. Size of the facility and of the workroom in particular.
- d. Type of retail presence (if any).
- e. Number of employees and contract employees.
- f. Site and geographic location.
- g. Local crime statistics and patterns.
- h. Existing building or new construction.
- i. If mail of a sensitive nature will be handled at the facility.
- j. If other tenants share the building and if so, what kind of tenant.
- k. Other inside or outside influences.
- l. Value of assets in facility.

### 1-3.2 Authorizations

The Inspection Service evaluates and approves security-related equipment and the positioning of security personnel (see ASM 271.4). All security-related CCTV systems, access control systems, bullet-resistant screenlines, and burglar and duress alarms must be evaluated and approved by the Inspection Service if the equipment exceeds or does not meet the standards in Handbooks RE-5 and AS-503.

After developing a site-risk profile and security-risk analysis, the Inspection Service determines the need for security products and services and provides the results of its analysis in writing to local Postal Service management.

### 1-3.3 Security Levels

The risk analysis allows Postal Inspectors to specify the required security level for the facility. Each facility is classified as either baseline or high security as follows:

- a. **Baseline security** — The standard level of security required for any Postal Service facility.

- b. **High security** — An enhanced level of protection based on particular risk factors at a given facility. High-security measures are required in both medium- and high-crime areas. These standards are in addition to baseline security standards.

The standards throughout this handbook are construed as baseline security, except where specifically noted as high security.

## 1-4 Coordination With Office of Inspector General

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The OIG evaluates and approves CISs and the positioning of all investigative CCTV systems.

## 1-5 Design and Construction Standards

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### 1-5.1 Building Design Standards

Facilities has developed building design standards available on a CD-ROM that includes plans, details, and specifications as follows:

- a. Handbook AS-503, *Standard Design Criteria* — Defines overall design and construction standards for various facility types.
- b. *Standard Detail Library* — Construction details for use on all facility projects.
- c. Modular buildings — Prefabricated buildings of less than 1,500 square feet.
- d. SSBDs — Buildings in sizes less than 10,000 square feet.
- e. Medium Standard Building Designs (MSBDs) — Buildings in sizes ranging from 10,000 to 60,000 square feet.
- f. Mail Processing Facilities — Facilities that are more than 60,000 square feet, includes processing and distribution centers, bulk mail facilities, processing and distribution facilities, airport mail centers, priority mail processing centers, and other large facilities.
- g. Mail Processing Facilities Specifications — Mail processing facilities.

The Inspection Service has worked closely with Facilities on the development of the standard designs for the above-referenced building types and documents to ensure appropriate levels of security and that the standards have been incorporated in accordance with the standards in Handbook RE-5.

The design and construction process is monitored by the Inspection Service and the OIG for CIO/CIS-related issues to ensure compliance and to determine if changes to the standards are dictated.

When discrepancies arise between the construction standards given in Handbook RE 5 and the standards in the document *Building Design Standards*, then *Building Design Standards* takes precedence.

Bring the discrepancies to following individuals' attention for correction:

- a. INC of the Security Group at HQs.
- b. OIG Special Agent in Charge of the Technical Investigations Division (SAC TID for CIO/CIS issues).
- c. Team leader of Design and Construction at HQs.

## 1-5.2 **Deviations**

### 1-5.2.1 **Submittal Process**

Submit requests for deviations from this handbook or from security-related criteria in the *Building Design Standards* in accordance with the deviation policy defined in Handbook AS-503. Submit requests in writing through the FSO or HQs Mail Processing Facilities Group to the team leader, HQs Design and Construction Programs.

The team leader of Design and Construction at HQs forwards the requests to the INC, Security Group, or for CIO/CIS issues, to the Special Agent in Charge, TID, for adjudication as necessary. The final determination is returned to Facilities at HQs for distribution to the field.

### 1-5.2.2 **Documentation**

All security-related deviation requests must be accompanied by supporting documentation, including a written recommendation from the INC (see [Appendix A](#) for a list of Inspection Service divisions). The INC's recommendation is required regardless of who initiates the deviation request. Documentation should include the following items as necessary:

- a. Designs.
- b. Comparisons of manufacturer's specifications.
- c. Cost benefits.
- d. Risk analysis.
- e. Special local conditions that affect security.

Submit the package to the FSO or Mail Processing Facilities Group at HQs prior to the 30-percent drawings to minimize all adverse effects of the proposed change(s).

### 1-5.2.3 **Standard Plans and Details**

Security components have been incorporated into Facilities' standard plans, details, criteria, and specifications. Reduction of, modification to, or additions to these security components must be submitted as a deviation request in accordance with the process described in [1-5.2.1](#).

A deviation approval is required before increasing to a higher level of security. A risk assessment is necessary to support the increase in security.

### 1-5.2.4 **Custom Designs**

Custom designs require deviation approval. Follow the deviation process described in [1-5.2.1](#) for custom-designed buildings. The Postal Inspector works closely with the FSO or HQs Mail Processing Facilities Group to address security concerns as part of the custom design.

## 1-6 Inspection Service and Office of Inspector General Review Criteria

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### 1-6.1 Security Review Policy

Both the Inspection Service and Office of Inspector General (for CIO/CIS issues) must be involved in the facility planning, design, and construction processes. The FSO, HQ Mail processing facilities Group, and Retail must provide notification of all projects including, but not limited to, notification for all meetings, inspections, site visits, or other project developments.

Submit shop submittals, catalogue sheets, specifications, meeting minutes, and project schedules to both the local Postal Inspector and OIG TID (CIO/CIS issues) for review, comment, and approval as appropriate.

[Appendix B](#) contains checklists of items for the Postal Inspector's and OIG's review. These lists are intended as guides and are not all-inclusive.

### 1-6.2 Review Process

#### 1-6.2.1 Site Risk Profile

During the site selection process, the local Postal Inspector visits all proposed sites and develops a site risk profile for each site. The Postal Inspector provides the site risk profile to local management in a timely manner.

Significant security concerns for a specific site may adversely affect its viability, and costs to resolve the concerns may make a site too expensive to purchase. Incorporate these security cost factors into the site selection process. The local Postal Inspector needs at least 30 days to develop the site risk profile.

#### 1-6.2.2 Review of Operational Space Layout

The operational space layout (OSL) is a drawing that shows the location of all carrier cases and all automation and mechanization equipment used to process mail. The OSL is reviewed to ensure that CIS visibility is provided for all mail processing areas, both carrier and manual mail processing operations. The OSL is typically incorporated into a mail processing project package. For mail processing facilities, an OSL is required by the 10-percent review.

#### 1-6.2.3 Project Review Stages

A Postal Inspector submits in writing all security recommendations for the building based on the risk analysis to the project manager prior to or during the 10-percent and 30-percent design reviews.

For major design-bid-build projects, the basic security concept is included in the 30-percent plan along with all security recommendations. The 30-percent plan provided to the contractor must have a 95-percent completed security plan and a 100-percent CIS design; therefore, the Postal Inspector must

submit the recommendations prior to or during the 10-percent and 30-percent design reviews.

1-6.2.3.1 **Documentation**

Submit all design phase security recommendations to the project manager in writing.

1-6.2.3.2 **Ten-Percent Design Review**

For the 10-percent design review, the Postal Inspector reviews the facility planning documents and the initial design plans. The Postal Inspector notifies the project manager of any special security needs or any significant deviation request items at or before this point.

For mail processing facilities, the OSL should be provided to the Postal Inspector before the Postal Inspector makes recommendations during the 30-percent design review stage. The Postal Inspector ensures that security standards are considered, and these standards are included as part of the 30-percent design submittal.

1-6.2.3.3 **Thirty-Percent Design Review**

The Postal Inspector reviews the documents to ensure that the comments from the 10-percent design review have been included. The initial security drawings for the building and site must be provided for review.

The Postal Inspector also reviews the specifications package as it relates to the security concerns (e.g., security glazing and security grilles). This review is the last opportunity to recommend design changes.

Per Management Instruction (MI) AS-510-2000-2, *Changing Facility Designs After Project Approval*, design modifications requested after the 30-percent design approval require a vice president's approval.

1-6.2.3.4 **Seventy-Percent Design Review**

The Postal Inspector reviews the documents to ensure that the comments from the 30-percent design review have been included. The Postal Inspector reviews the hardware schedule and the specification package as they relate to security concerns (e.g., security glazing, security grilles, and hardware, especially door hardware) to ensure that known security standards are incorporated and complete. Detailed security plans for building and the site are reviewed at this time.

1-6.2.3.5 **One-Hundred-Percent Construction Documents**

The Postal Inspector reviews the documents to ensure that the comments from both the 30- and 70-percent design reviews have been incorporated. A follow-up review must be completed if the project is postponed for 6 months or longer and then reactivated. The Postal Inspector:

- a. Reviews the specification package as it relates to security concerns.
- b. Ensures that the specification package meets the standards of this handbook.
- c. Initials the construction drawings, documenting the fact that all security-related issues have been addressed and resolved.

This security review requirement pertains to all standard and custom design projects.

**1-6.2.3.6 Construction Site Visits**

The Postal Inspector attends construction meetings as necessary and makes periodic site visits to ensure that the security standards are incorporated into the facility in accordance with the design documents.

If the Postal Inspector finds security issues that are not addressed in the design documents or any deviations from design documents, he or she must immediately report the information to the project manager and follow up in writing.

A site visit is made at the end of construction to establish a security punch list. The project manager submits a punch list to the Postal Inspector and ensures that all security items on the punch list are completed prior to move-in.

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# 2 Site Security

Site security, in conjunction with facility planning, design, and construction, is intended to do the following:

- a. Prevent unauthorized entry or exit by employees or others.
- b. Provide easy observation of employees entering or leaving the site.
- c. Allow inspection of employees' vehicles in accordance with 39 of the *Code of Federal Regulations*.

## 2-1 Parking and Maneuvering Areas

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### 2-1.1 General

Areas for customer, employee, and Postal Service vehicle parking; and maneuvering areas must be separate from one another as noted in this section. Parking areas are to be located close to their respective entrances into the building. Employee vehicles may not be parked with highway contract route (HCR) vehicles, postal vehicle service, or other commercial vehicles.

Facilities less than 10,000 square feet are exempt from this requirement, meaning that employees' private vehicles and Postal Service vehicles may be commingled.

### 2-1.2 Customer Parking

Fencing is not required around the customer parking area. The area does, however, require adequate lighting to provide a safe environment for customers to do business with the Postal Service.

### 2-1.3 Employee Parking

Along the property line, enclose the employee parking area with a standard security fence as defined in [2-1.2](#). Along the border between the employee parking and Postal Service vehicle parking areas, install a 6-foot secondary fence as defined in [2-2.3](#).

### 2-1.4 Postal Service Vehicle Parking

Postal Service vehicle parking areas must be protected with a standard security fence as stated in [2-1.2](#).

### 2-1.5 **Site Access Control System at Mail Processing Facilities**

When an access control system extends beyond the perimeter of the building, the system should be designed to operate all exterior gates (e.g., pedestrian and vehicular gates). Entrances to employee parking lots at baseline security facilities should have both a traffic arm and a manual gate. High-risk locations also require a motorized gate.

Entrances to the Postal Service's operational and maneuvering areas at baseline security facilities should have a traffic arm, a stop sign, and a manual gate; high-risk locations also require a motorized gate.

Vehicle access readers can be designed to work with an external device mounted on a car and with badges issued to the employees. Depending on other risks, equipment such as horizontal bars may be installed over the entry point to limit the size of the vehicles entering the parking lot or gaining access to the building.

Exterior pedestrian turnstiles, auto-closing gates, or motorized gates are required for all pedestrian entrances through the secure fence line.

Equip all designated vehicular and pedestrian access points with an intercom, a CCTV camera, and an access control device. Intercoms at gate entrances must have visual signals for the hearing impaired. A guardhouse may be required at the truck entrance and is provided through a deviation request.

## 2-2 Security Fencing

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### 2-2.1 **General**

Security fencing (chain link) is required for every facility greater than 10,000 square feet. The fencing surrounds the private Postal Service areas of the site compound. Access to the sides and rear of the building is provided as required through fence gates.

If local regulations or strong citizen reaction oppose the use of fencing or walls, proposed alternatives should be approved in writing by the Inspection Service before an agreement is made that modifies or eliminates the fencing. Acceptable alternatives to fencing include natural barriers (e.g., earth berms, boulders, lakes, waterways, and bushes with thorns). Any alternative requests are considered deviations.

If a chain-link fence is not in keeping with neighborhood aesthetics or local zoning ordinances, then provide a 6-foot high, nonscalable wall or decorative fence. Thick interlocking bushes with thorns may be used; however, a low fence is required to keep pedestrians from walking into the bushes.

A deviation request must be submitted before approving alternatives. Facilities without perimeter fencing should have security fencing to protect critical electrical components (e.g., transformers and building air intakes).

## 2-2.2 Perimeter Fencing

### 2-2.2.1 Construction

Perimeter fencing, including gates, must be constructed of 9-gauge (minimum) steel wire with no more than 2-inch mesh fabric chain links.

Perimeter fencing and gates must be 6-feet high. An 8-foot-high chain link fence with a top guard may be required as a result of the Inspection Service risk assessment and requires an approved deviation from HQs Facilities and the Inspector in Charge (INC), HQs Security Group. If local codes forbid or the community objects to perimeter fencing, then a deviation is required as outlined in Handbook AS-503, *Standard Design Criteria*.

If vandalism to the building or the vehicles occurs, then the local government and community are notified that a top guard will be installed. The design of the top guard must meet the following specifications:

- a. Face outward and upward at a 45-degree angle.
- b. Able to be mounted on top of the fence or wall to increase the height by 1 foot.
- c. Be manufactured of three strands of 12 1/2-gauge, double-twisted barbed wire with four-point barbs closely spaced.

Fencing must be in straight lines and terminate at ground level on a paved surface or on firm nonshifting soil. Install a horizontal rail at the bottom of the fence and a tension wire at the top of the fabric. All ties securing the fabric to the fence posts, rails, or other structural elements must be 11-gauge steel wire (at a minimum). Screw-type fasteners may be used to secure the fence fabric to the rails and posts.

Protect fencing and gates from vehicular damage by using curbs, bollards, or guardrails.

### 2-2.2.2 Location

Provide perimeter fencing as follows:

- a. Around the vehicle maneuvering and storage compound and around the employee parking lot if it is not economical to fence the entire site. (*Example:* If a site covers 10 acres and only 3 acres are being developed, typically only the immediate area requires fencing. The remaining land is to be posted around the perimeter every 100 feet with “No Trespassing” signs stating that the land is government property. The land must be maintained so not to be a nuisance area in the community. Extenuating circumstances may dictate that the entire property be fenced. Check with the local Postal Inspector.)
- b. Along street frontage enclose the paved parking and maneuvering areas for employee and Postal Service vehicles.
- c. Along abutting buildings on both sides of public areas.

### 2-2.2.3 Clear Zone

The clear zone is defined as the area on either side of the fence that provides visibility adequate to discourage any criminal activity. The clear zone is located inside the fence and must be free of outbuildings, places of

concealment, and points of unauthorized entry to the facility or Postal Service vehicles and equipment.

If possible, the clear zone is to be 10 feet on either side of the fence. However, this is not always possible due to the location of the property line in relation to the fencing. Select vegetation to be planted in this zone based on growth potential. The clear zone must have only low shrubbery (2 to 3 feet maximum) if planting cannot be limited to grass. In addition, leave a distance of 2 feet between plantings and the exterior side of the fence, if possible.

#### 2-2.2.4 **Gates**

Gates must be sized to permit safe and efficient access of passenger vehicles, trucks, semi-trailers, and emergency (fire) equipment. The gates must be lockable using a 1/2-inch case-hardened steel chain and a padlock with a 1/2-inch case-hardened shackle and case-hardened shell.

Other Inspection Service-approved locking devices may be authorized in writing by the INC. The Postal Service provides and installs the locks and chains for these gates.

When the gates are closed, the continuous distance between the bottom of the gate and the paved surface must be no more than 4 inches high. To ensure proper clearance, the curb may need to be notched or the pavement raised under the gate to meet the 4-inch maximum.

Gates do not need to be designed with both sides using the same type of operation. Gates can be a combination of slide gate and swing gate. No gate is to be longer than half the width of the road or driveway it serves, unless it is a sliding gate.

#### 2-2.3 **Employee Parking and Maneuvering Area Fencing**

Employee parking and maneuvering area fencing is used to separate those areas at mail processing and delivery-unit-only facilities. Employee parking and maneuvering area fencing must be constructed of 6-foot-high chain-link fencing without a top guard. Other standards for perimeter fencing apply.

#### 2-2.4 **Site Signage**

Security signage must be provided at 100-foot intervals, 5 feet above the ground, using standard signage that reads “U.S. Property, No Trespassing.”

Provide signage at vehicle gates, pedestrian gates, and along the fence of all fenced areas that specifies parking regulations, towing enforcement, restricted Postal Service property areas, and the policy that vehicles may be subject to search in accordance with Title 39 CFR 232. The Postal Service provides the proper wording for the signage.

Designate signage with a 1-inch red lettering on a white background. Department of Transportation and directional signage must also be provided for normal traffic control. In new construction, the general contractor supplies and installs the signage from the signage contract. The signage must meet the standards described in [2-2.4](#).

### 2-2.5 Landscaping

Do not locate trees closer than 10 feet to the fence or building. Depending on the type of trees proposed and their growth pattern, the 10-foot limit may be increased to 15 to 20 feet or greater. Plants, trees, and shrubs must not provide points of concealment or unauthorized entry to the facility, secure grounds, or Postal Service assets.

## 2-3 Security Lighting

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### 2-3.1 General

Facilities must have basic security lighting to maintain acceptable levels of facility protection. This includes lighting at the following:

- a. Entrance gates.
- b. Employee entrances.
- c. Vestibule entrances.
- d. Areas around the building's perimeter and perimeter security fencing.
- e. Areas not open to the general public.
- f. Customer parking and entrances.

### 2-3.2 Lighting Standards

#### 2-3.2.1 General

Public parking areas and entries must be sufficiently illuminated (see [2-3.1](#)) to be safe and to discourage crime. All breakers or switches on security lighting circuits must have locking devices or must be located in a locked room to prevent manipulation by unauthorized personnel. Inspection Service criteria require exterior light fixtures to be mounted at least 15 feet above the finished elevation.

#### 2-3.2.2 Boundary Lighting

Boundary (fence and perimeter) lighting must consist of a series of fixed lights located within the fence line to light the boundary or area from which an intruder could approach. Select fixtures with appropriate light-distribution characteristics to minimize objectionable impingement on properties bordering the facility. This condition may require property boundary light fixtures to be mounted less than 15 feet above finish grade.

In sites with large open spaces or landscapes, lighting may be restricted to paved areas and their immediate vicinity. For modular buildings, building-mounted lighting is typically sufficient to illuminate the site; therefore, site lighting is not required.

#### 2-3.2.3 Area Lighting

Area lighting should supplement existing street lighting to provide a maximum level of illumination from a minimum number of fixtures. The

system is to be designed to illuminate the entire area evenly, including doorways, structures, and all openings into the structures.

#### 2-3.2.4 **Building Face**

Lighting should be provided to cover the building faces evenly. Light doorways and other openings in the building face to eliminate shadows.

*Note:* Do not place light fixtures at the Postal Inspector's entrance.

#### 2-3.2.5 **Entrances**

Illuminate pedestrian and vehicle entrances that are actively used sufficiently to permit recognition of individuals and examination of credentials. All vehicle entrances must be lighted so that the entire vehicle, occupants, and contents can be viewed. Light doorways and other recesses to eliminate shadows.

### 2-3.3 **Lighting Intensities**

#### 2-3.3.1 **Minimum Standards**

Exterior lighting intensities are shown in [Exhibit 2-3.3.1](#). Higher light level may be required by local code, camera requirements, or a risk assessment done by the Inspection Service with an approved deviation by HQs Facilities and the INC, HQs Security Group.

Exhibit 2-3.3.1

#### **Exterior Lighting Requirements**

<b>Location<sup>1</sup></b>	<b>Minimum Foot-Candles (fc) on a Horizontal Plane at Ground Level</b>
Perimeter of fence <sup>2</sup>	0.33 (at the base of the fence)
Vehicular entrances <sup>3</sup>	0.5 <sup>1</sup>
Pedestrian entrances	1.0
Outdoor break areas	0.33
Employee parking and maneuvering areas	0.33
Truck parking and maneuvering areas	0.33 <sup>1</sup>
Pedestrian walkways	0.33 required to meet safety standards
Customer parking area	1.0

1. *Lighting may be increased, via a deviation, if an exterior security CCTV system is provided. This is based on the worst-case or reflective light conditions (asphalt). A deviation can be obtained to use infrared luminaries to augment the site lighting with exterior black and white CCTV cameras because they are sensitive to infrared lighting.*

2. *Direct lighting inward from the property line.*

3. *Consider correct color rendition in areas covered by CCTV when choosing the type of lighting to be installed. For example, high-pressure sodium washes out colors when viewed through the CCTV system and should be avoided.*

#### 2-3.3.2 **Documentation**

The architect/engineer (A/E) documents security lighting standards by providing a point-by-point, computerized photometric plan or other method that demonstrates that appropriate lighting has been planned.

### 2-3.3.3 Power Circuits

Use alternate circuitry in the power circuits so that the failure of any one lamp does not leave a large portion of either the site perimeter or a critical or vulnerable area in darkness.

## 2-4 Building Utilities

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To the extent possible, run all utilities underground. All above-ground utilities, including telephone and electric service, must enter the building at the highest possible location and must be enclosed in conduit from outside the building to the building entry point. Provide a lockable utility room, with entry from within the building only, for electrical, telephone, and gas utilities.

## 2-5 Exterior CCTV Security System

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### 2-5.1 General

Buildings that meet the criteria for computerized access control systems under [2-5.3](#) must have an exterior CCTV security system. The Inspection Service provides documentation to support the need for an exterior security system for facilities with less than 60,000 square feet of workroom floor space.

A full justification, which includes crime statistics and other environmental data, is to be provided in writing by the 10-percent design review meeting; however, the contingency should have been addressed during the site selection. If an exterior security system is recommended, the Inspection Service provides detailed requirements and assistance on the system's design.

The exterior security system encompasses exterior lighting as well as access control and CCTV. When the electronic system is installed, there must be sufficient lighting throughout the site so that the cameras can operate effectively and information is properly recorded.

The electrical and the security systems A/Es must coordinate their efforts. If there are areas of concern (e.g., a lack of or limited coverage), the local INC provides alternatives or designates additional camera locations.

### 2-5.2 Security CCTV System

When a security CCTV system is used, recording is to occur 7 days per week, 24 hours per day. Security systems that do not allow recording may not be installed. Monitoring occurs as needed.

The security CCTV system is separate from the CIS, but is connected to the CIS for investigative purposes.

Normally, the security cameras provide a color picture, have an automatic iris and pan-tilt-zoom control lens. Exterior cameras are installed in environmentally controlled, domed housings. Fixed cameras may be used in

some applications such as entrances. The domes must be designed to eliminate the ability to observe the camera operation and location inside the dome.

In existing facilities, where the lighting cannot be changed, the cameras may be “day/night” cameras, which provide a black and white image in low-light conditions. Mount the cameras on the existing light poles when possible; do not add light poles for the cameras unless no alternative exists.

The camera’s lens configuration must be able to provide identifiable personnel images as well as read license plate numbers. Submit a separate drawing showing camera placement at the 30-percent design review for evaluation. The focal distance and arcs for each camera must be shown by the 70-percent design review submittal.

The CCTV system must cover all pedestrian and vehicle entries into the site and all employee entries into the facility. The system must cover all parking areas, including entrance to the business mail entry unit, the entrance and exit to truck parking and maneuvering areas, vehicle maintenance facility operating areas, warehouse operations, driver training areas, employee patios, smoking areas, and maintenance areas.

### 2-5.3 **Access Control System**

A computerized card access control system is required for facilities meeting at least one of the following requirements:

- a. Two hundred or more employees.
- b. Postal data center.
- c. Postal information technology center.
- d. Stamp service center (SSC).
- e. Sixty-thousand or more square feet.
- f. Any facility that does not fall in any one of the above categories but is determined to require a control system as a result of an Inspection Service risk assessment (requires an approved deviation from Headquarters).

Facilities not meeting the above specifications need to establish a robust physical access control program without the use of computerized systems. These facilities may use mechanical access control devices or electromechanical access control devices for establishing their physical access control programs. However, such a program does not necessarily mean that the physical access control program be computerized. A computerized access control system for facilities that do not meet one of the above requirements requires an approved deviation. The decision to install a computerized physical access control system for a facility not covered above should be based on a risk assessment.

The computerized access control system must be an ACE-certified system with the software residing at the postal data centers complying with Postal Service standards. The current Postal Service standard uses the Schlage Security Management System whose software resides at the postal data centers. Facilities must use the Schlage model SRCNX controller(s). Older



systems will continue in use while feasible until a replacement is needed due to malfunctions/obsolescence and cost effectiveness versus repairs.

Employee parking lots must have both a traffic arm and a manual gate at baseline security facilities and a motorized gate at high-risk locations. The vehicle access readers can be designed to work with an external device mounted on a car or with badges issued to the employees. Depending on other risks, equipment such as horizontal bars may be installed over the entry point to limit the size of vehicles entering the parking lot or gaining access to the building.

When requested, fully motorized gates must control entrance to the Postal Service's operational and maneuvering area. Postal vehicles must be equipped with a radio frequency identification (RFID) tag that can be read by a reader 3 meters (approximately 9 feet) away. The tag should be active (i.e., with a battery) and mounted on the same side as the reader. The tag may be mounted either in the window or on the bumper. All HCR employees are issued an RFID proximity card along with their photo identification.

A three-loop detection, security, and safety system is required for both the inbound and the outbound lanes of traffic. The gate or arm must open automatically on the outbound or secured side to allow free egress. The loop located on the outside or inbound side of the gate is used to determine if a vehicle is present prior to granting access to or allowing egress from the parking lot. In high-risk locations, or at the request of Postal Service management, the exit gate may be card activated.

On the Postal Service operations side, the system must provide a real-time readout in the vehicle dispatch of all Postal Service vehicles and HCR vehicles entering and leaving the lot.

Turnstiles, auto-closing gates, or motorized gates are required for all pedestrian entrances. Turnstile-type gates are used in high-risk areas or where there is a problem with employee tailgating. Auto-closing and motorized gates are used in lower risk areas for accommodating the handicapped. At high-risk locations, additional entry security measures may be implemented.

Equip all access points with an intercom and CCTV camera; in addition, a guardhouse may be required at the truck entrance. There may be multiple monitoring points, depending on the access point. At the truck entrance, personnel at both vehicle dispatch and the security control point may monitor and handle the exception reports, that is, notification by the system that an individual is in need of assistance at an access control point due to some technical failure of the card and/or reader, depending on the time of day. At the administration area entrance, both the receptionist and the designated security control point personnel may handle visitors and exception reports. Intercoms at access control points must have visual signals for the hearing impaired.

## 2-6 Guardhouses

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### 2-6.1 **General**

Provide guardhouses when deviation requests supported by a risk assessment by the Inspection Service are approved by HQs Facilities and the INC, Security Group, HQs. The design must be simple and functional. Prefabricated units are acceptable.

### 2-6.2 **Location**

A guardhouse is normally provided at the truck and carrier entrance gates of a 24-hour operating facility that has security force coverage. Unless a deviation request is approved, guardhouses are not provided at entrances to employee parking lots. When a single gate is used at an entrance, locate the guardhouse on the inbound side of the roadway. When double gates are provided, locate the guardhouse on a raised island separating inbound and outbound traffic.

### 2-6.3 **Architectural Design**

Each guardhouse must allow observation in all directions. Each side of the unit adjacent to traffic lanes must be provided with a door that has an integral glazed light and adjacent wall-mounted, pass-through window.

Glazing must be tinted to prevent easy visibility from the exterior into the interior space. Raise the inside floor a minimum of 30 inches so the security officer can readily observe approaching vehicles and their occupants while maintaining surveillance of the general maneuvering area. The raised floor also allows for operating capability during adverse weather and flooding conditions.

Place six-inch diameter, concrete-filled bollards (4-feet high) or metal highway barriers (2-feet high) at all four corners of the guardhouse for protection from vehicle damage. In high-crime areas, bullet-resistant materials may be required.

### 2-6.4 **Heating, Ventilation, Air-Conditioning, and Plumbing**

Provide the guardhouse with heating and air-conditioning as dictated by local climatic conditions. In addition, furnish the guardhouse with at least one 10-pound, dry chemical, multipurpose fire extinguisher. Toilet facilities are provided only if a deviation request is approved.

### 2-6.5 **Electrical**

Provide the guardhouse with adequate interior and exterior lighting, including low-level fluorescent light fixtures controlled by wall switches and dimmers. Provide electrical convenience outlets.

Intercom and telephone service are not provided unless required by the Inspection Service; however, three 1-inch conduits with pull wire are to be provided for potential future communications use. If security systems are

anticipated or provided, conduits are to be installed as directed by the Inspection Service.

## 2-7 Storage Buildings

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An exterior storage building is used to house lawn and garden equipment, as required by Facilities' building design standards. The building must be located so that there is a clear line of sight to all four sides of the building without landscaping blocking the view. The storage building must not be located adjacent to the facility or perimeter fence. Construction of such buildings should be structurally sound and provide adequate security to protect items being stored.

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# 3 Security Standards for Building Components

Chapter 3 details the technical standards for building components and elements. For more information on where and when specific security measures are required, see Chapter [4](#).

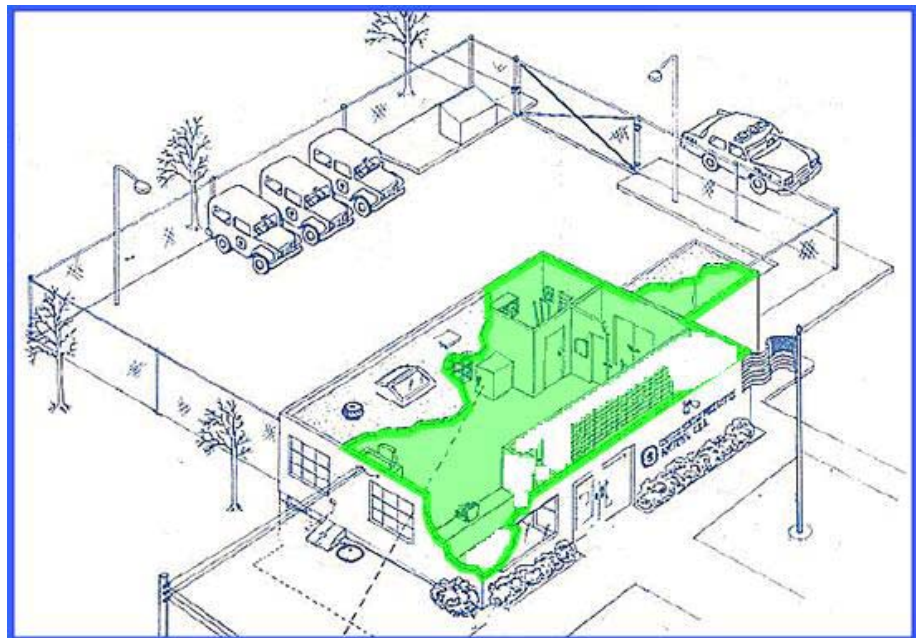
## 3-1 Security Envelope

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### 3-1.1 General

The security envelope (see [Exhibit 3-1.1](#)) is the physical separation between public space and restricted Postal Service space. The security envelope may coincide with the building's footprint or a portion of it may follow an interior security wall. The security envelope also encompasses the roof and other appropriate horizontal surfaces. Various facility elements within and around the security envelope must be carefully designed to ensure that the elements do not offer a breach in security.

Exhibit 3-1.1  
**Building Security Elements**



### 3-1.2 **Security Grilles**

All openings in the security envelope through which a sphere of 8 inches in diameter can pass must be protected by a security grille unless the window meets the standards outlined in [3-1.3](#). Exterior openings for the heating, ventilation, and air-conditioning (HVAC) system and all ductwork passing through the security envelope must also meet the standards in [3-1.3](#).

Grilles must be fabricated with a minimum of 1/2-inch-in-diameter steel bars spaced 8-inches on center (OC) in each direction and welded at each intersection. The bars must be framed with a minimum of 1/8-inch by 1-inch flat steel. Grilles must be securely fastened to the structural framing around the opening with welded or nonremovable fasteners at a maximum of 6 inches OC.

Roof openings at 24-hour facilities are not required to have security grilles or burglar bars.

### 3-1.3 **Security Fasteners**

Install all security devices using security fasteners to eliminate easy removal. Security fasteners include one-way screws/bolts, nonremovable pins, and/or welds.

### 3-1.4 **Security Window Treatment and Security Film**

The contractor must provide a letter of certification from the manufacturer or supplier, with the shop drawings, to the contracting officer stating that current standards for security window treatment have been met. See [3-3.5](#) for further information on the use of security treatments in window design and placement.

Security film consists of a minimum of 0.007-inch (7 mil) vinyl film and is to be used only on retrofits. The security film must be installed on the inside surface of the interior piece of glass (not in the airspace between two panes of glass). The security film must extend under the frame and wrap around the edge of the glass.

If the film cannot be placed under muttons or mullions or extended under the glass edge, security film caulk may be used to secure the film. The film manufacturers provide a special caulk used solely for installing security film to existing glazing. The manufacturer's product data for the caulk is to be submitted to Facilities for review during construction. Placing security film on the glazing surface without using security caulk, without being under muttons or mullions, or extending to the glass edge is not allowed.

Security film is not required at 24-hour facilities.

### 3-1.5 **Burglar-Resistant Glazing**

Burglar-resistant glazing (also known as laminated glass) must be as follows: use any combination of glass and vinyl film to make a total thickness of glass laminate of 1/4-inch plus 0.060-inch (60 mil) vinyl film as long as the film is sandwiched between two layers of glass. The glass must be tempered,

tested, and certified to meet the minimum Class III level of American Society for Testing and Materials Standard F1233 or Underwriters Laboratory (UL) Standard 972.

For insulated glazing applications, place the laminated glass assembly toward the exterior, with the airspace and second pane of glass toward the interior of the building.

Burglar-resistant glazing is not required at 24-hour facilities.

### 3-1.6 **Bullet-Resistant Material**

Bullet-resistant components must meet UL 752, level 3 requirements. These requirements must be met in bullet-resistant screenlines, walk-up windows, drive-up windows, and all door and wall assemblies requiring bullet resistance.

Bullet-resistant criteria also apply to all framing associated with the windows, sidewalls, doors, and doorframes. The general contractor must provide a letter of certification (with shop drawings or submittal cut sheets) showing how these standards will be met.

Bullet-resistant glazing or blast-resistant glazing is only to be used when supported by a risk analysis. Issues such as location in a high-crime area, a history of robbery and assaults, data from local law enforcement, and practices of surrounding businesses are to be considered. The use of any one of these glazing measures requires a risk assessment and approved deviation.

### 3-1.7 **Hardware**

#### 3-1.7.1 **Door Butts and Hinges**

Hinges on doors accessible to non-Postal Service personnel must be heavy duty, commercial-grade, and have ball-bearing hinges. Hinges on outward swinging doors must be equipped with security studs, nonremovable pins, fixed pins, or center pivots. A commercial-grade continuous hinge is acceptable as an alternative.

#### 3-1.7.2 **Thresholds**

Install extended metal door shoes (without weather-stripping), metal C-channels, or similar devices in all doors in the security envelope, including on wicket doors, so that a clear space between the bottom of the door and the adjacent surface will not exceed 1/8-inch and does not detract from handicapped accessibility.

#### 3-1.7.3 **Security Viewer (Peephole)**

Install a security viewer with 190 degrees of view in any door that provides access from a restricted area to a public area if the door is without a glass light or an adjacent window. The viewer is to be centered on the door and installed 5 feet above finished floor (AFF).

### 3-1.7.4 **Locks, Latches, and Bolts**

Overall standards for locks and bolts are as follows:

- a. All exterior or security doors such as exit devices must have a lock with deadbolt or approved equal locking capability.
- b. All deadbolts must have a minimum throw of 1 inch and must meet American National Standards Institute/Builders Hardware Manufacturers Association (ANSI/BHMA) Security Grade 1.
- c. When a facility is deactivated, the facility head is responsible for ensuring the removal of all Inspection Service locksets. Non-Inspection Service locksets on exterior doors are not to be removed, and the keys to these locksets are to be returned to the building owner. Send all removed Inspection Service locksets to the local Inspector in Charge (INC) for future use.
- d. Locks for the lookout gallery (LOG), the criminal investigative office (CIO), and Inspection Service offices are supplied by the Postal Service with the approval of the Inspection Service.
- e. All exterior doors must be locked with the deadbolt while the facility is closed, with the exception of impact doors secured with a case-hardened chain and case-hardened lock.

#### 3-1.7.4.1 **F15 Hotel Function Lockset (BHMA Function Designation)**

With the F15 hotel guest lockset, the latch bolt is operated by a key from the outside or by rotating the inside lever. The outside lever is always inoperative. The deadbolt is projected by the thumb turn from the inside or by key on the outside. Operating the inside lever retracts both bolts. This hardware set must be specified with a standard cylinder, not a hotel cylinder. This lock must have a lever handle to meet accessibility requirements.

#### 3-1.7.4.2 **F20 Apartment Corridor Door Lock (ANSI/BHMA Function Designation)**

With the F20 apartment corridor door lockset, the latch bolt is operated by a lever from either side, except when the outside lever is made inoperative by a stop or mechanical means other than a key. The deadbolt is operated by a key outside or a lever turn inside. A key outside operates both bolts, and operating the inside lever retracts both bolts. The deadbolt must have a minimum throw of 1 inch. The latch bolt is deadlocked when the outside lever is made inoperative or when the deadbolt is projected. When the deadbolt is retracted, the lever is unlocked by a stop or mechanical means other than a key. This lock must have a lever handle to meet accessibility requirements.

### 3-1.7.5 **Cylinder Security Collars**

Cylinder security collars must be provided on all exterior locksets unless other Inspection Service-approved security is incorporated into the locksets. This prevents the cylinder from being wrenched from the lock. If removable core lock cylinders are used, all designated exterior doors, grilles, and rolling doors must have a device installed.



**3-1.7.6 Exit-Only Hardware**

The only exit devices that are authorized for exit-only doors are ones that interlock the door and frame and provide either a deadbolt that automatically relocks when closed or have an automatic relocking three-point locking system or star wheel. Do not provide entry hardware on exit-only doors.

**3-1.7.7 Exit-Only Door Alarms**

If a central security alarm system is installed in the facility, then provide a remote alarm and a display that can indicate if an exit-only door has been opened. This alarm and display must be located in an area with 24-hour occupancy and at other sites if required. Otherwise, provide an exit device with a local alarm at exit-only doors.

Exit devices in nonpublic areas are to be equipped with an alarm that is hardwired to the electrical system and has a 30-minute battery backup. Wire the battery for a continuous charge. The door is to be provided with a sign indicating that the alarm will sound when the door is opened. The sign must also state "Emergency Exit Only — Reentry Prohibited." This alarm can be integrated into the access control system.

Equip each exit door designated as emergency egress only with a local 110-decibel (dB) audible alarm with strobe light mounted above the door.

**3-1.7.8 Padlock, Chain, and Slide Bolts**

The Postal Service supplies the 3/8-inch case-hardened steel chain and 1/2 inch case-hardened shackle and case padlock as listed in Publication 247, *Supply and Equipment Catalog*. The case-hardened chain and case-hardened shackled padlock are to be used to secure double-acting impact doors and the truck gates.

A single-impact door can use a chain and padlock or a heavy-duty slide bolt, 1-inch in diameter and at least 15-inches long, or a double-keyed deadbolt. Cane bolts are incorporated as daytime security on all impact doors. A 2-inch diameter eyebolt is to be installed on an inside vestibule wall for daytime storage of each chain and padlock.

**3-1.7.9 Storefront Locking Devices**

Provide a hook latch deadbolt lock for all storefront doors. The deadbolt lock is to include an armored faceplate and an interlocking deadbolt device, which requires a 180/360 turn of the key to operate the deadbolt. A cylinder security collar is also required.

**3-1.7.10 Access Control Devices**

Mechanical and electromechanical devices are for one- or two-door access and must meet Postal Service access standards and other criteria.

**3-1.7.10.1 Mechanical Devices**

Mechanical devices, also known as mechanical cipher or combination code locks, are not electrically assisted security devices. Typically, they use a pushbutton mechanical operator and are usually installed as a separate locking device. These devices by themselves do not meet deadbolt criteria as set forth in the *Administrative Support Manual (ASM) 273.4* and 3-1.7.8 of

this handbook for exterior doors. They provide only one code for use by all individuals.

All other mechanical access control devices may only be used on nonsecurity doors. Consider recommending mechanical devices in facilities with less than 10,000 square feet and with more than 20 employees.

#### 3-1.7.10.2 **Electromechanical Devices**

Electromechanical devices are electrically assisted mechanical devices. Typically, they use an electrically operated opening device, such as a time lock, key card, or keypad in combination with an electrical strike or magnetic lock. Electromechanical devices are standard in Medium Standard Building Designs.

#### 3-1.7.11 **Keying**

Only postmasters and installation heads or their designees may carry a master key, except at installations having a Postal Service police force on site, where one or more master keys are issued to the ranking Postal Police Officer supervisor for use by security officers in emergencies. This does not apply to contract security officers.

“Grandmaster” keying for the entire building is not permitted. Master keying is permitted except for the locks to locations requiring individual accountability of the contents of the room. Such locations include the door to stamp storage rooms, the registry cage, and the rolling grille surrounding the open merchandise in the Postal Service retail store.

#### 3-1.7.11.1 **Construction Keys and Inserts**

Permanent cylinders with construction core inserts must be assembled into and shipped with all locksets. Construction keys must be shipped with the door locks. Provide the construction insert-extractor and the facility permanent interchangeable cores and keys to the postmaster.

On completion of construction, the contractor must collect all construction keys and, in the presence of the postmaster or designee, remove the construction inserts from the lock cylinders activating the building keying system. The contractor provides all construction keys and inserts to the postmaster or designee, who must destroy the construction keys and inserts in the presence of a witness.

#### 3-1.7.11.2 **Retail Counter Keys**

The retail counter is shipped to the contractor on site with all its keys. The contractor is responsible for providing to the postmaster all locks and keys for the retail drawers, cabinets, and vault drawers. The postmaster must prepare a receipt for the locks and keys. These keys must be identified and packaged by the contractor after the locks are installed in the drawers but before the casework is installed in the facility. The postmaster must maintain control of these keys to prevent potential problems with loss. All retail counter locks must be individually keyed except for the prepackaged Postal Service store stock storage areas, screenline casework, and trash receptacle locks. Counterline cabinets designed to secure registered mail must be individually keyed.

### 3-1.8 **Electromechanical, Mechanical, or Other Access Control Devices in Lobbies**

Access to PO Box lobbies 24/7 is not required but is offered, when feasible, as a service to customers. Access outside of normal business hours is limited based on assessed risk to ensure the security of employees, mail, customers, and property.

If the assessed risk is not mitigated by security measures, then the Inspection Service will not recommend 24-hour access. The use of electromechanical, mechanical, or other access control systems, such as credit card-activated receiving systems, are not effective security measures; therefore, these applications in a self-service PO Box lobby are not authorized.

Due to the potential of liability, facilities with access systems already installed are to be assessed and alternatives to a card access system provided or the system be recommended for discontinuance. The Postal Service has a duty to provide universal service; therefore all customers should be provided the same level of access to retail services.

Justification to deviate from the security standards should be submitted via a deviation request.

### 3-1.9 **Wire Fabric**

Wire fabric must be manufactured from 10-gauge steel wire that is spaced at 1-1/2 inches OC in each direction. The wire must be welded or woven together.

### 3-1.10 **Security Screen**

A security screen is made up of number 13-gauge cold-rolled flattened expanded steel that is spot welded to a frame of 1/2-inch steel angles.

### 3-1.11 **Security Mesh**

Security mesh consists of number 10-gauge steel with a 1/2-inch diamond pattern. Security mesh is a type of security screen used for high security.

### 3-1.12 **Stamp and Other Accountable Document Storage Units**

#### 3-1.12.1 **Vaults**

Vaults are used when large quantities of stamp stock need to be stored in facilities that do not operate 24 hours a day. A vault must also be used if a facility requires five or more security containers to store stamp stock and other accountable papers or if it has open merchandise. Vaults are required for special circumstances, such as storage of classified documents, storage of high-value registry pieces, consolidated remittances, consolidated banking, or evidence rooms for the Inspection Service. In new facilities, the Postal Service determines through a facility planning and approval process if a vault is necessary.

Vaults must either be constructed in accordance with Postal Service *Standard Detail Library* vault details for an 8-inch wall or 12-inch wall or they must be UL-certified, prefabricated modular vaults meeting UL 608, Class M requirements.

Vaults in new facilities are to be provided with a General Services Administration (GSA) Class 5 vault door. Where the vault is used exclusively for storage of stamp stock in a retail operation, install a cage or sliding glass door to separate the main stamp stock area from the area containing employee credits and registered mail.

The interior divider that separates bulk stamp stock from employee accountable property is to be constructed of woven wire fabric with a self-closing, sliding, lockable gate. An acceptable alternative assembly would be an aluminum sliding storefront-type, tempered glass door and frame with a hook latch controlled by a key lock.

The security barrier, including the door, must be installed from floor to roof and from wall to wall without gaps. The contractor must provide a self-closing, self-locking system for the entry and ensure that the hardware is fully secure when closed.

Other important considerations for the vault area are:

- a. A day gate at the main vault door is not required.
- b. A stamp distribution office (SDO) is a separate, secured area that includes a walk-in vault and other areas that are separated for reasons of accountability.
- c. The stamped envelope room will not contain stamp stock and accountable paper unless they are stored in security containers located in the stamped envelope room.

#### 3-1.12.1.1 **Standard and Modular Vault Construction**

Vaults must either be constructed in accordance with Postal Service *Standard Detail Library* vault details for an 8-inch wall or 12-inch wall or must be UL-certified prefabricated modular vaults meeting UL 608 Class M standards. The vault door must meet Class 5 requirements.

#### 3-1.12.1.2 **Intrusion Detection System**

The vault must have an intrusion detection system (IDS) that uses external area sensors where practical and a vibration-type sensor on the wall to detect any attack on the wall. The sensors are to be tied into the building's IDS. Design standards can be found in the *Standard Detail Library*.

#### 3-1.12.2 **Security Containers**

Security containers (safes) are used to store all money, stamp stock, registered mail, national security documents, evidence, and other accountable items identified by the Inspection Service. They are required when the facility planning and approval process determines that a vault is not needed to store accountable items. A minimum clear area of 36 inches by 36 inches is required in front of each security container; this is in addition to any space necessary for movement around the container when the container door is open.

## 3-2 Electronic Security Systems

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### 3-2.1 Security CCTV System

The security CCTV system consists of CCTV cameras, housings, video and power cable, control panel, switchers, multiplexers (only in existing applications), monitors, and recorders. In accordance with the *Administrative Support Manual*, it is Postal Service policy to record all security CCTV systems. The system must be designed so that it is capable of recording and being monitored 24 hours per day, 7 days per week. The recordings must be saved for 14 days.

Cameras located in spaces accessible by the public after operational hours must be enclosed in environmental housings (for exterior cameras) or in vandal-resistant housings (for interior cameras) and must have armored cabling from the junction box to the camera housing.

In high-crime areas, outdoor cameras should be enclosed in a vandal-resistant enclosure. The enclosure should be designed to meet UL 752, Level-2 bullet-resisting standards, and the viewing window is designed to meet the UL 752, Level-3 bullet-resisting standards. The viewing window stops a bullet without penetration and will not pulverize or spall into sharp, dangerous shards. The housing should be constructed from steel to provide maximum protection and durability. Use tamper-resistant screws to secure the enclosure cover.

Consider equipping the housing with a thermostatically controlled heater and/or fan and defroster. The housing should use a sun shroud to protect the enclosure from the direct rays of the sun and to reduce the internal temperature of the enclosure.

Camera housings used indoors require maximum protection from vandalism. The housing should be constructed from heavy-gauge aluminum for moderate-damage resistance and from heavy-gauge steel for high-damage resistance. There should be no exposed mounting hardware. An impact-resistant window is recommended and tamper-resistant screws should be used to secure the camera enclosure. This type of enclosure can also be used for outdoor applications, such as parking garages or other applications offering protection from environmental elements.

### 3-2.2 Intrusion Detection System

The terms “intrusion detection system” (IDS) and “burglar alarm” generally refer to the same system. The IDS consists of a security control panel, keypads, siren, battery backup, motion detectors, and an optional cellular telephone backup.

In 24-hour facilities, the IDS is only located in the CIO, breakout doors, registry areas, and the SDO. In addition, the system must be equipped with a remote alarm and display that can indicate if emergency egress-only doors have been opened. Locate the alarm and display in an area with 24-hour occupancy and at additional areas if required. The IDS must not be integrated with the fire alarm system.

All exposed signal wiring below 10-foot AFF must be run in conduit, and each sensor must have its own dedicated cable to the control panel. This equipment or panel must be in a secured, lockable area such as a telephone closet, the accountable paper room, or the CIO.

Provide a keypad at the designated employee entrance door to energize and de-energize the IDS. Provide a second keypad at the Postal Inspector entrance specified by the local Postal Inspector. The Postal Inspector area is zoned so that any activity in the Postal Inspector area will register only on the Postal Inspector keypad and not the employee keypad.

Vaults must have an IDS that uses external area sensors where practical and a vibration-type sensor on the wall to detect any attack on the wall. The sensors are to be tied into the building's IDS.

### 3-2.3 **Duress Alarms**

The duress alarm system manually activates an alarm in a remote location where the Postal Service police force is located.

Duress alarms are not allowed unless both of the following factors are met:

- a. Senior Postal Service management has requested them due to threats to employee(s).
- b. Postal Service police force is present on the property.

If a duress alarm system is approved, the system must be designed to transmit only to the local Postal Service police force. The system cannot be used when only unarmed security is on premises.

### 3-2.4 **Electronic Article Surveillance**

Electronic article surveillance (EAS) panels, once used in open merchandise areas to detect specially tagged merchandise and other Postal Service property to deter theft, are no longer used and are mentioned here as reference only. EAS panels had been placed to channel the flow of customers through the panels prior to points of egress from the open merchandise area. The EAS control box was mounted on the workroom side of the lobby wall at 6 feet above finished floor to allow for access to test the system. The system was wired to a CCTV system with a DVR.

### 3-2.5 **Access Control System**

Access control devices consist of mechanical devices, electromechanical devices, or card access systems that are defined as follows:

- a. Mechanical devices include manual locks and keys, padlocks, and cipher pushbutton (nonelectric) systems.
- b. Electromechanical devices are electrically assisted mechanical devices that typically use an electrically operated opening device (e.g., a time lock, key card, or keypad) in combination with an electrical strike or magnetic lock.
- c. Computerized card access systems are provided in mail processing facilities. These systems must provide positive control over employees entering or exiting a facility.

A card access system must consist of distributed smart panels that make the access decision and a centralized storage database capability that is downloaded routinely to the access control system (ACS) control panels. The centralized database must reside on an Information Technology-provided server located in either Eagan, Minnesota, or San Mateo, California.

The centralized database and the distributed smart panels (control panels) must be accessed via a Postal Service standard advance computing environment (ACE) workstation with an authorized ACE login ID with the proper password. The centralized database and smart panels must have the ability to be queried using the IT ACE infrastructure. The access control system application software must have different levels of access control for data access or programming.

## 3-3 Security Envelope

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### 3-3.1 General

The security envelope is the physical separation between public space and restricted Postal Service space. The security envelope may coincide with the building's footprint, or a portion of it may follow an interior security wall; the security envelope also encompasses the roof and other horizontal surfaces. Design elements within and around the security envelope must not present a breach in security.

### 3-3.2 Security Walls

Walls and demising partitions must be constructed soundly and strongly enough to discourage illegal entry. If walls, partitions, or removable ceilings in existing facilities are found to have security deficiencies, the Postal Service must ensure that they are corrected.

#### 3-3.2.1 Exterior Walls

The building's exterior envelope, which includes all exterior walls, facades, eaves, soffits, and overhangs, should be constructed in a manner that prevents unauthorized access into the building.

Typical exterior materials, such as masonry, concrete, stucco, and wood siding, are usually adequate for security purposes. Materials such as exterior insulation and finish system (EIFS) or vinyl siding should be applied over a substrate of minimum 5/8-inch plywood or oriented strand board (OSB), 3/8-inch Masonite, or plaster lath in order to meet security standards.

#### 3-3.2.2 Interior Walls

An interior security wall should have vertical studs spaced 16-inches OC and covered on both sides with 5/8-inch gypsum board. As an alternative, the studs may be spaced 16-to-24 inches OC if a layer of 5/8-inch plywood or OSB, 1/4-inch tempered Masonite, number 13 cold-rolled, flattened-expanded metal, or a 22-gauge cold-rolled steel sheet is installed under the gypsum board.

For Postal Service facilities in a multitenant location, the minimum required demising wall construction is to space the studs 16-to-24 inches OC with a layer of 5/8-inch (minimum) plywood or OSB, 1/4-inch tempered Masonite, number 13 cold-rolled flattened-expanded metal, or a 22-gauge cold-rolled steel sheet installed under the gypsum board.

Walls for the retail lobby, workroom, vestibules, box lobby, building and grounds room, stamp storage rooms, and specified administrative areas should be continuous from the finished floor to the bottom of the joist/truss.

Security wall construction is also required for the header space above any door or grille providing access to the workroom or the Postal Service retail store (open merchandise area).

#### 3-3.2.2.1 **Blank Panels in Box Lobby (Rent-a-Box) or Self-Service Vending Area Walls**

The public lobby side of Post Office Box blank panels and any unoccupied rough openings in the self-service Postal Service equipment area walls must be constructed of 3/4-inch plywood, OSB, or plastic laminate-faced particle board on a 2x4 wood frame with studs spaced a maximum of 24-inches OC. The cap and base are to be horizontal 2x4 studs with vertical 2x4 studs. The blank panels should be firmly affixed to the 2x4 frame, which in turn is fully secured to structural elements of the walls, floor, and ceiling. Twenty-gauge steel studs may be substituted for wood framing.

When a parcel drop or large bundle drop is used, each should be enclosed in a security wall. Parcel drops with openings of 8 inches by 8 inches or larger should be surrounded on the workroom side by a wire mesh or chain-link enclosure. The door to this enclosure should be lockable using a chain and padlock, keyed hook lock, or keyed dead latch. If a keyed lock is used, the inside cylinder should be blanked off.

#### 3-3.2.2.2 **Post Office Boxes – Box Lobby**

All parcel lockers (number 4 and 5 Post Office boxes) must have a positive-locking mechanical device on the workroom side. This is because these boxes contain a drawer that, if removed, leaves an opening large enough to provide access to the workroom. To prevent removal of the drawer, a 2 x 1/4-inch horizontal steel security bar should be mechanically fastened across the lip of the backside of the drawer. An alternative is to use a latchable rear door with three-point locking.

#### 3-3.2.2.3 **Temporary Barriers**

Temporary barriers should be used in renovation, alteration, remodeling, or expansion projects and are designed to provide uninterrupted security for Postal Service employees, the mail, and Postal Service assets for the full duration of the project.

Construct temporary walls using a minimum of 5/8-inch plywood or OSB secured to studs spaced at 16-to-24 inches OC. In expansion projects, the temporary wall should extend from the floor to the underside of the permanent structure above (roof deck or floor slab). However, in 24-hour facilities, the height of the temporary wall may be limited to 12 feet above finished floor if the wall is not an exterior wall.



**3-3.2.2.4 Automated Postal Centers and Automated Teller Machines**

Automated postal centers, automated teller, and similar devices should be installed in a self-service lobby area adjacent to an interior wall so that the rear side of the device abuts the wall. Power lines, data cables, and connector ports at the rear of the device should not allow unauthorized access. The device should be attached to the floor or the wall to prevent the device from being moved to allow unauthorized access to the rear side.

**3-3.3 Security Ceiling**

An interior security ceiling should have horizontal joists spaced 16-inches OC and covered on the underside with 5/8-inch gypsum board. As an alternative, the joists may be spaced 24 inches-OC if a layer of 5/8-inch (minimum) plywood or OSB, 1/4-inch tempered Masonite, number 13 cold-rolled flattened expanded metal, or a 22-gauge cold-rolled steel sheet is installed under the gypsum board. If a security ceiling is used, a dropped ceiling may be installed beneath if desired.

**3-3.4 Security of Roof****3-3.4.1 Openings**

All openings through which a sphere 8 inches in diameter can pass should be protected by a security grille unless it is a 24-hour facility. Skylights, clerestory windows, light monitors, atriums, open courts, light courts, windows, and all other openings that penetrate the security of the roof should be approved by the Inspection Service during the design phase and may include the use of security grilles or double-glazed polycarbonate. Skylights, clerestories, etc., should be fastened from within the building to prevent unauthorized removal and entry. In situations where this is not possible, use tamper-proof fasteners.

**3-3.4.2 Access**

When a permanent means of access to roof-mounted equipment is required, such access should be provided from the building's interior, preferably by way of a permanent stairway and door from an elevated portion of the building. All roof access doors require double-cylinder deadbolt locks and should meet baseline exterior door and doorframe standards. Roof hatches should be manufactured from a minimum of 16-gauge steel and should be lockable from the inside only. A preferable method for securing roof hatches is by a key-operated padlock. All interior corridors, including all points of entry to the corridor leading to the roof access ladder or stairway, should be provided with a deadbolt lock.

**3-3.5 Security of Windows and Window Frames****3-3.5.1 Standards for Baseline Security**

The Postal Service does not usually install operable windows; however, if they are used, a security key locking device must be provided. Operable windows must not open more than 4 inches. Neither glass bricks nor glass blocks are acceptable for lobby windows; however, glass block may be used

in other locations provided that it does not cause glare for security cameras. If interior glass doors control access to the full-service counter area, vertical blinds or some other means should be installed to provide closeout security. Baseline security discourages placing windows in storage rooms, equipment rooms, toilet rooms, locker rooms, or utility rooms. When windows are provided in workrooms, the sill should be at least 8 feet above finished floor (AFF) or above any other surface that provides access. Depending on the risk analysis, windows located lower than 8 feet above finish grade should be designed to meet high-security standards.

When high-security measures are required, a deviation should be submitted to request that fixed glass with a heavy metal frame be used. Space the mullions at 8 inches OC or less, both horizontally and vertically, to prevent the passage of a person's body. Windowpanes should contain burglar-resistant glass in accordance with the criteria listed in [3-1.5](#). Bullet-resistant glazing and stronger grades of burglar-resistant glazing are all high-security devices and may be appropriate in some situations. The window frame design is to have a rigid sash material that is anchored from the inside and is resistant to being pried open.

#### 3-3.5.2 **Glazing**

The retail service lobby, self-service area, box lobbies, and walk-up and drive-up windows should be designed so that there is sufficient visibility from outside the building to discourage criminal activity within the building. The glass should have the following performance characteristics:

- a. Visible transmittance not less than 65 percent.
- b. Visible reflectance not greater than 15 percent.

Based on a risk assessment, existing facilities without IDS may be required to have burglar-resistant glazing.

The contractor should guarantee to the contracting officer that standards for security window treatment have been met.

#### 3-3.5.3 **Storefront Windows**

For nighttime observation, the storefront glass area must provide a clear view of the box lobby, self-service vending area (SSVA), and, if possible, the retail service lobby. In areas identified as having a high crime rate, consider using security film or burglar-resistant glazing as defined in [3-1.5](#). This installation requires a risk assessment and approved deviation. If interior glass doors control access to the full-service counter area, then install vertical blinds or another system to provide closeout security.

#### 3-3.5.4 **Nonstorefront Windows**

Nonstorefront windows are defined windows that are located within the security envelope and provide visibility into secured areas from the exterior of the building or from public spaces. These windows are usually required to have security film or burglar-resistant glazing unless their sills are higher than

8 feet AFF. Specific security window treatments for nonstorefront windows are as follows:

- a. For facilities 10,000 square feet or less without open merchandising, vinyl security film is required on windows in the workroom, office, or other windows on the nonpublic side of the security wall unless the window sill is above 8 feet. A deviation request to install security film may be appropriate on windows in public spaces if the building is in a high-crime location.
- b. All facilities larger than 10,000 square feet and all facilities with open merchandising, regardless of building size, must use burglar-resistant glazing if the windowsill in a nonpublic space is lower than 8-feet AFF.

Grilles, security screens, glass bricks or blocks, and other security items may be incorporated into the design if supported by a risk assessment and an approved deviation.

Windows located in a second story or above (not accessible through public areas, parking structures, or other means) usually do not require burglar-resistant glass or other security devices. A deviation request to install burglar-resistant glazing or other security devices on these windows may be appropriate if the facility is in a high-crime or potentially high-crime area.

Interior glass lights that are located within a security wall must meet the same security standards.

#### 3-3.5.5 **Window Frames**

The window frame must be constructed with rigid sash material that is anchored from the inside and is resistant to being pried open. The exterior frame must be connected with nonremovable fasteners. Window glazing detail should allow the glass to be installed from the exterior. Weather stripping must be designed and integrated into the frame to prevent removal of the window from the exterior. Flow-through air (trickle air) ventilator frames are preferred over operable windows.

#### 3-3.6 **Doors and Door Frames**

All doors in the security envelope should be 18-gauge reinforced hollow metal core, temper glazed, or 1 3/4-inch solid stave core wood doors. Particleboard core doors are not allowed.

All doors in the security envelope should be hung in a 16-gauge steel frame, which should be solidly attached directly to the wall structure without the use of spacers. Storefront doors should be hung in a heavy-duty frame that is a minimum of 18-gauge steel or 0.125-inch aluminum. The frame cannot be spread more than 1/2 inch. Knockdown frames may not be used in any security or exterior walls.

#### 3-3.6.1 **Door Construction Materials**

All exterior doors with direct entry into the building, excluding the Post Office Box, self-service vending area (SSVA), and retail service lobbies, must be minimum 16-gauge steel (reinforced hollow metal core) or 1 3/4-inch solid wood core. Pressed wood other than OSB is not adequate for the center material. Louvers are discouraged; however, if they are used they must have

security grilles as described in [3-3.4.1](#) and must be secured to prevent removal from the exterior. Full-glass lobby doors may be used if their top and bottom frames contain deadbolt locks and the glass is 1/2-inch thick and fully tempered. All doors must be precut at the factory and provided with the appropriate reinforcing for the type of lock slated for installation (mortise or bore set).

### 3-3.6.2 Door Types

#### 3-3.6.2.1 Impact Traffic Doors (Vestibule Doors)

Impact traffic doors (interior and exterior) at open mailing platforms and carrier loading platforms should be equipped with cane bolts at both top and bottom. The cane bolts should be at least 5/8-inch round steel and a minimum of 18 inches long from tip to elbow. The bottom cane bolt should drop into a sleeved receptacle to a depth of at least 3 inches installed flush with the floor. The top cane bolt should extend 2 inches into the doorframe above. Cane bolts are to be used as daytime security on all impact doors. The doors should have a 2-inch sleeved hole to accommodate a casehardened chain. A 2-inch diameter eyebolt should be installed on an inside vestibule wall for daytime storage of each chain and padlock.

If single-leaf mailing or carrier vestibule doors are installed, they should use a 1-inch thick diameter by 24-inch long case-hardened, lockable steel slide-bolt mounted to the door that slides into the steel doorframe.

If an oversized pedestrian door is used as a mailing or carrier vestibule door in lieu of an impact door, as is found in some SSBD plans, it should meet the standards of this document. Automatic door operators are not to be used on impact doors unless a deviation is approved by HQs Facilities and the Inspector in Charge of the HQs Security Group.

#### 3-3.6.2.2 Automatic Doors

Automatic doors are required to have an interior on/off switch located in the workroom (or other suitable location away from the door). A deadbolt or equivalent nighttime security measure is required for automatic doors as is required for manual doors.

#### 3-3.6.2.3 Sectional Overhead Platform Doors

Sectional overhead platform doors should meet the standards listed below:

- a. Glass in the door should not allow a sphere of 8 inches in diameter to pass.
- b. Door should be equipped with a slide-type deadbolt lock.
- c. Operating mechanisms should be located on the secure side of the wall or enclosed with an appropriate security housing of 16-gauge steel as a minimum.
- d. Uninsulated single skin doors should be a minimum of 16-gauge steel.
- e. Insulated doors must be manufactured as a sandwich of 20/24-gauge steel panels with an insulation core. The 20-gauge steel panel must be located on the exterior face and the 24-gauge steel panel on the interior face.

- f. Knockout sectional doors may be used only in facilities with forklifts or similar power-driven equipment. These doors should be installed so that the knockout operates from inside out. In addition, these doors should be lockable to prevent being pried open.

#### 3-3.6.2.4 **Overhead Coiling Doors**

Overhead coiling doors are no longer used in new retail construction and are mentioned here for reference only. These doors had a standard side-locking devices and were secured at the floor. Doors that exceeded 9-feet in width had a center-locking device. All roll-up housings, rails, and tracks were installed such that unauthorized removal was not doable.

#### 3-3.6.2.5 **Retail Folding Grille**

The grille curtain is constructed of a perforated or solid metal that is set and secured in an extruded aluminum frame. The folding grille enclosing the full-service counters should be solid metal to allow privacy while closing out the cash drawers. When the grille encloses the open merchandise area only, the curtain needs to allow visibility into the space. A security wall above the grille opening is provided as part of the wall framing.

Existing facilities may have curtains located at the open merchandise area constructed of glazing with polycarbonate (or equivalent plastic material) of at least 1/8-inch thickness, meeting ANSI/UL 972-3-31-1996 standard, secured in an extruded aluminum frame. Also, some existing facilities may have solid or opaque curtains at the full-service lobby opening.

The locking standards for these grilles are as follows:

- a. The lead post should be equipped with a manufacturer-provided removable core cylinder, compatible with the supplied hardware set, on the public lobby side. All public, lobby-side cylinders should have a security collar. Standard removable core cylinders are not allowed. The leading member of the door should be secured to a full height aluminum channel that is secured to the building structure and the locking mechanism should consist of a single hook latch. At least one horizontal pin position should extend from the leading member to a minimum depth of 1 inch into the wall channel.
- b. The trailing member to be free-floating top and bottom post secured outside the storage pocket with top and bottom drop bolts operated on the exterior side and is not secured to the pocket door. After the storage pocket door has been closed, the trailing post should be pushed back against the storage pocket door and locked in place. There should be no gap between the trailing edge and the storage pocket door. Chute bolts (also known as drop bolts or drop pins) are to be provided on the top and bottom. The bottom chute bolt should penetrate the floor to a minimum depth of 1 inch into a dustproof floor receptacle. The trailing post should be equipped with a high security interchangeable cylinder on the public lobby side.
- c. Traveling intermediate members are to be located at all curves, changes in direction, and on straight sections at intervals not to exceed 8 feet. These intermediate members are to be equipped with concealed chute bolts and a control lever (on the inside only at open

merchandise areas). For grilles at full-service counters, the intermediate posts should be equipped with a manufacturer's high security cylinder lock with security collar on the public side of the door. The chute bolts should extend into the floor to a minimum depth of 1 inch into dustproof floor receptacles. The space between the bottom of the door and adjacent floor surface cannot exceed 1/2 inch anywhere along the horizontal surface.

- d. On bi-parting doors (doors that part in two directions), the leading ends are to have a hook latch with one horizontal pin at 18 inches above the bottom of the door. The pin penetrates the opposing door at the lead end to a minimum depth of 1 inch. The chute bolt at the bottom is used on one side of the doors. The chute bolt control lever is located on the secure side.

#### 3-3.6.2.6 **Exit-Only Doors**

All doors designated as "exit only" must comply with the National Fire Protection Association's (NFPA's) 101, Section 5-1, Life Safety Code. Delayed exiting devices are not allowed in Postal Service facilities.

#### 3-3.6.2.7 **Storefront Doors**

Exterior storefront doors are not normally part of the security envelope. They should have a single hook latch and double-keyed cylinder lock. If automatic sliding doors are part of the design, this requires a deviation request to ensure that proper hardware is prescribed.

Interior storefront doors that divide the lobby from the full-service area are considered part of the security envelope. These doors should have locks, hinges, glazing, and frames as described in this handbook. In some existing buildings, side-folding grilles with solid metal panels are used instead of full-height, glazed storefronts.

#### 3-3.6.2.8 **Wicket Doors**

A wicket door is a solid core wood door with a hinged panel (wicket) in the upper portion of the door. The wicket panel swings into the workroom on a continuous hinge (piano hinge) and is equipped with a metal astragal, a 190-degree viewer, and a deadbolt. Dutch doors (half doors) are not permitted.

#### 3-3.6.2.9 **Lookout Gallery and Criminal Investigative Office Doors**

LOG and CIO doors must meet the standards for exterior doors and doorframes. LOG breakout doors may be 24-, 30-, or 36-inches wide. CIO doors must be 36-inches wide.

### 3-3.7 **Interior Signage**

#### 3-3.7.1 **Interior Signage at All Pedestrian (Employee and Customer) Entrances**

Space must be provided at all pedestrian entrances to display the following posters:

- a. *Poster 7, Rules and Regulations Governing Conduct on Postal Property.*

- b. Poster 158, *Possession of Firearms and Other Dangerous Weapons on Postal Property Is Prohibited by Law*.
- c. Poster 296, *Notice of Reward*.

#### 3-3.7.2 **Interior Signage for Restricted Areas**

Restricted areas include such areas as the workroom and the administrative area. Space must also be reserved for Labels 112 and 112-A, *Alarms Protect Postal Property*, and Poster 7 notifying employees and the public that they are subject to search when entering or leaving a Postal Service facility.

Chapter 2 of 39 CFR gives guidelines for searching items (e.g., large handbags and purses, briefcases, lunch pails, bags, personal packages, and gym-type bags).

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# 4 Security Standards for Types of Operations and Functional Areas

This chapter addresses the security standards for the different types of Postal Service facilities and the functional areas within the facilities. Many sections refer to specific building components defined in Chapter 3.

## 4-1 Customer Service Facilities

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### 4-1.1 General Security Standards

The retail service areas are generally open to customers 8 or more hours a day; the self-service and box lobbies may be open 24 hours a day (after completion of a security review/risk assessment and with the approval of the Inspection Service). The Postal Service must ensure that appropriate hardware is installed to meet security standards while still meeting customer needs for ingress and egress.

Different levels of security have been developed for different types of retail operations. A retail closed-circuit television (CCTV) system is installed in locations designated as medium-crime areas or in facilities with open merchandise. In locations designated as high-crime areas, open merchandise displays are not permitted.

#### 4-1.1.1 After-Hours Security

Lobbies must be designed so the retail service and counter areas can be secured during the hours they are closed. The retail service lobby can be secured by providing door(s) or a folding or coiling grille that separate the lobby from the self-service and box lobbies. The Postal Service retail store (area of open merchandise) is secured with a folding grille that is locked after business hours or when the store is not staffed.

#### 4-1.1.2 Visibility From Exterior

Retail service and box lobbies must be situated so they are visible from outside the building to discourage vandalism and other criminal activity within the building. Post Office Box, self-service, and retail service lobbies must contain adequate window or storefront area so the interior can be easily observed from the street or customer driveway.

#### 4-1.1.3 **Lobby Lighting**

Illumination levels must comply with Handbook AS-503, *Standard Design Criteria*. The Postal Service retail store area behind the security grille must have sufficient lighting at all times to ensure that the CCTV cameras can operate effectively.

#### 4-1.1.4 **Bullet-Resistant Standards**

The Inspection Service determines the need for bullet-resistant counterlines based on a risk assessment using the deviation process. Bullet-resistant materials may be appropriate in high-crime locations and must be used in the retail lobby areas and administrative lobby areas.

Bullet-resistant material may also be appropriate at the wicket door adjacent to the counter. See [3-1.4](#) for technical standards. Bullet-resistant materials should extend above and below the window at the counter and to 10 feet on either side of the window counter.

### 4-1.2 **Electronic Security Systems**

#### 4-1.2.1 **Retail CCTV Standards**

A retail CCTV system was a standard requirement in Postal Service retail stores with open merchandising, where it was used to deter robberies, shoplifting, and burglaries. Open merchandising is no longer used by Postal Service retail stores but the cameras remain in place if it is more cost effective than removing them. In medium- and high-crime areas, a retail CCTV system may be installed as a deterrence to robberies, regardless of the type of retail merchandising.

If the facility has a criminal investigative system (CIS), all the feeds from the security and retail CCTV cameras must be looped individually through the security or robbery/burglary countermeasures DVR (or multiplexer if the system has not been updated) to the CIS.

The postmaster or station manager is responsible for daily monitoring of the retail security system. The equipment consists of a lockable console, monitor, switcher, multiplexer (if applicable), and recorder. This equipment must be hardwired. The CCTV system must have a control wire attached directly to the electronic article surveillance (EAS) (if applicable); it must not be looped through the IDS.

Information from the EAS formerly was used to date and time-stamp the video tape at the time of an incident, however EAS is no longer used because there is no open merchandising.

Handbook AS-503 provides guidelines for Postal Service retail store details and the specifications. The local field Postal Inspector can help with proper alignment and location of cameras after the EAS is disconnected.

CCTV camera locations are indicated on the standard plans. The following guidelines may be used for alternate quarters (AQs) or existing facilities, but may be changed to suit current needs once open merchandise is removed and the EAS is deactivated:

- a. One camera is required for every two full-service retail positions.

- b. Three cameras are required in the Postal Service retail store open merchandise area, two aimed at the slat wall and one at the cash register at the cash wrap, except in Small Standard Building Design (SSBD) plans, in which two cameras are required.
- c. One camera is required at the lobby entry area facing the EAS panels.
- d. If the lobby is open 24 hours a day, a camera may be necessary to cover the vending area.
- e. Additional cameras may be needed if the lobby requires coverage due to a nonstandard layout.

Note that cameras will not monitor the Post Office box alcove areas unless they are necessary for the protection of Postal Service employees, the mail, or Postal Service property. A deviation with justification is required for the addition of these cameras.

The equipment is normally installed in the manager's or postmaster's office. The DVR (or VCR and multiplexer if the system has not been upgraded) must be mounted in a lockable container that is designed for such purposes and is secured to the wall.

For systems that have not been upgraded to DVR and still retain VCR and multiplexers, the system is normally set in 24-hour record mode from Monday through Saturday, and in 48-hour mode from Saturday night until 8:00 a.m. on Monday, at which time it switches back to 24-hour mode. (If the upcoming Monday is a holiday, the system must be set to record in 72-hour mode.)

#### 4-1.2.2 **Intrusion-Detection System**

Any Postal Service facility handling or processing high volumes of valuable registered mail, storing stamp stock overnight that maintains an accountability greater than \$250,000, having a history of burglaries or crime in the geographic area, or having an open merchandise retail operation is required to have an IDS, unless an Inspection Service risk assessment deems it unnecessary. Other facilities may receive an IDS if supported by an Inspection Service risk assessment. A risk assessment should be conducted before an IDS is installed. See Handbook AS-503 for sensor locations.

The terms "intrusion detection system" and "burglar alarm" generally refer to the same system. The IDS consists of a security control panel with an optional cellular telephone backup, keypads, siren, battery backup, and motion detectors. The system is used to monitor high-value areas and must be connected to the security CCTV system.

In mail processing facilities, the IDS must be installed in the Inspection Service space, the CIO, registry section, and the stamp distribution office (SDO). The system must be equipped with a remote alarm and display that can indicate if emergency egress-only doors have been opened. Locate the alarm and display in an area with 24-hour occupancy and at additional areas if required. The IDS must not be integrated with the fire alarm system.

All exposed signal wiring below 10 feet above the finished floor (AFF) must be run in conduit, and each sensor must have its own dedicated cable to the control panel. The equipment or panel must be in a secured, lockable area, such as a telephone closet, the accountable paper room, or the CIO.

There must be a dedicated phone line for the alarm system. Coordinate the installation and connection of the IDS with the National Law Enforcement Control Center to ensure that the system functions properly.

Provide a keypad at the designated employee entrance door to energize and de-energize the IDS. A second keypad is to be provided at the Postal Inspector entrance specified by the local Postal Inspector. The Postal Inspector area is zoned so that any activity in the Postal Inspector area will register only on the Postal Inspector keypad and not on the employee keypad.

Vaults must have an IDS that uses external area sensors where practical and a vibration-type sensor on the wall to detect any attack on the wall. The sensors are to be tied into the building's IDS.

#### 4-1.2.3 **Electronic Article Surveillance**

Electronic article surveillance (EAS) panels, used in open merchandise areas to detect specially tagged merchandise and other Postal Service property in order to deter theft, are no longer in use and are mentioned here as reference only. EAS panels were placed to help customers pass through the panels before leaving the open merchandise area.

However, if there is open merchandising and an EAS is used, the EAS control box must be mounted on the workroom side of the lobby wall at 6-feet AFF to allow for access to test the system. The system must be wired to the security CCTV system.

#### 4-1.2.4 **Access Control System**

Mechanical or electromechanical access devices as defined in [3-2.5](#) are required in facilities that have 20 or more employees. A card access control system is required in facilities with 200 or more employees.

### 4-1.3 **Functional Areas**

#### 4-1.3.1 **Full-Service Area**

The full-service area must have a coiling or folding grille that allows Postal Service employees the visual privacy necessary to conduct after-hours financial transactions.

#### 4-1.3.2 **Self-Service Vending Area**

All self-service vending area (SSVA) equipment must be completely secured to the wall studding. Front-loaded multicommodity floor-mounted self-service postal center (SSPC) machines and automated postal centers (APCs) must be installed so that the front door or face of the machine extends no more than 3/4-inch beyond the security wall. Freestanding (including the multicommodity machines), pedestal, or island-configured SSPC and APC equipment must be completely secured, including the backs of all units, to prevent unauthorized removal. In addition, to prevent manipulation, access, or tampering of power lines, data cables, or connector ports, the lines should be enclosed in rigid conduit from the vending unit to a secure location to optimize protection. All data lines should be run to a controlled network connection. If self-service vending equipment is removed, the wall where the

equipment was located must be retrofitted to comply with the standards for security walls.

#### 4-1.3.3 **Postal Service Retail Store**

The Postal Service retail store area must be able to be fully closed off with a folding grille after hours (see Handbook AS-503).

#### 4-1.3.4 **Parcel Lockers and Post Office Boxes**

Parcel lockers must be installed and maintained in a secure manner similar to Post Office boxes. A three-point positive position, spring-loaded, self-locking rear door is to be provided on parcel lockers. Parcel locker front and rear doors must be manufactured from 16-gauge steel. When required by the Inspection Service, security devices (i.e., bars) must be provided to secure the rear doors on the workroom side of all parcel lockers.

Freestanding parcel lockers or Post Office Box units must be secured to the walls.

#### 4-1.3.5 **Drive-Up and Walk-Up Windows**

Drive-up and walk-up windows, whether built-in or freestanding, must be constructed in accordance with current Postal Service criteria for bullet-resistant counterlines and bank industry criteria for drive-up or walk-up windows.

The protection must extend from the floor to the ceiling or roof above and 10 feet on each side of the window. These areas must have CCTV coverage both inside and outside the building and have an electronically controlled two-way speaker system.

The customer area should be well lit and easily visible from the main street or customer parking area. The area near the window should not offer concealment by either landscape or structure.

Drive-up and walk-up windows should be placed close to the full-service counter area. Due to the unique standards of a drive-up or walk-up window, construction should be closely coordinated with the Inspection Service to achieve optimum security.

#### 4-1.3.6 **Workroom: Accountable Mail Cage (Registered, Cash on Delivery, and Certified Mail)**

A “registry cage” is a cage used to secure registered mail only. An accountable cage can include registered mail as well as other accountable items; however, additional controls must be in place to ensure individual accountability of registered items, such as using PS Form 1625, *Record of Entry Into Registry Section*, as a sign in sheet.

The standards for registry and accountable cages are the following:

- a. The wire mesh of the cage should be secured to the floor without gaps.
- b. If the walls of the cage do not extend to the roof deck or floor structure above, the ceiling of the cage should be made of the same mesh as the walls.
- c. The entrance security should equal the cage wall security. A self-closing self-locking system must be provided for the entry gates.

Sliding doors must be mounted on the inside of the cage to prevent easy removal of nuts/bolts. The hardware should be fully secure when closed. There can be no gaps which allow the lock to be opened by sliding a thin device, such as a credit card.

- d. If a separate room is used to house the registry, the room should face onto and be adjacent to the workroom. To make the space observable, the entire front wall should be wire mesh or tempered glass.
- e. All surrounding registry cage walls, ceiling, and floor must meet the construction standards for security walls and ceilings. A service window must be installed in a fixed panel adjacent to the door.
- f. All doors and openings must have Inspection Service-approved hardware and locks.
- g. The entry to the room must be visible from the criminal investigative system (CIS) or lookout gallery LOG).

#### 4-1.3.7 **Vestibule**

A vestibule is required if mail is to be delivered or picked up outside of normal operating hours. In small facilities, an enclosed platform should be considered if the facility needs or is expected to need overnight storage of large quantities of mail.

#### 4-1.3.8 **Business Mail Entry Unit**

Locate the business mail entry unit (BMEU) adjacent to the platform outside the fence line to minimize conflicts between customer and Postal Service traffic. BMEUs must be designed to allow the customer access to drop off mail to the entry clerk yet prevent customer access to the workroom or other restricted areas.

## 4-2 Delivery Facilities or Areas

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Delivery facilities or customer service facilities with a delivery component must have only one employee entrance. The area inside the entrance should be designed for employees to go to the locker room, workroom, or administrative areas first. Locate the locker rooms at the entrance with a single hallway leading to the workroom. It is preferred that this entry area also contain the lunch room, cafeteria, or break room; otherwise, the locker room should be just inside the workroom close to the entryway.

Delivery facilities should have only one employee parking lot. If this cannot be accomplished, the two lots should be designed so that they funnel employees to the single employee entryway. No employees, whether managers, drivers, or maintenance employees, are allowed to park personal cars in the Postal Service maneuvering area.

## 4-3 Mail Processing Facilities or Areas

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### 4-3.1 General Security Standards

The building entry must be clearly visible and, if possible, a single point of entry should accommodate both visitors and employees. The entryway must be designed to deny customers and other outsiders' access into the remainder of the facility and to keep off-duty employees and visitors from having access to the workroom after they enter the building.

#### 4-3.1.1 Employee Entrance

Mail processing facilities must be designed with a single employee entrance. Site layout must provide safe access to the entrance (i.e., employees should not have to cross a major road or the access drive to the maneuvering area to reach the entrance). Situate the entry location so as to accommodate employees driving to work, being driven to work, or using public transportation. Site layout and parking lots must be adjusted to meet the standards outlined above.

#### 4-3.1.2 Visitor and Administrative Entrance

Access to the facility for both visitors and administrative personnel must be through a single entrance; however, once visitors are inside, a separate doorway must prevent visitor access to administrative operations. The parking area for visitors must be separate from the employee parking area but in close proximity to the front entrance.

### 4-3.2 Security CCTV System

The security CCTV system is custom designed to meet the threats and vulnerabilities identified by the local Postal Inspector. It is used in conjunction with the access control system at all entry points (pedestrian and vehicular). It is also used to monitor high-value areas in conjunction with any IDS equipment installed.

The system must have one or more monitoring stations that contain the following components: one or more DVRs, switchers, monitors, and other electronic devices. The signals may be transmitted to a remote site; this would require at least two monitoring stations, one of which is local.

### 4-3.3 Functional Areas

#### 4-3.3.1 United States Customs Service Area

The responsibilities of the U.S. Customs Service require that its mail-handling operation be separate from Postal Service space and that security measures be provided. A secure wall or wire fabric partition must be installed between the Postal Service workroom and the designated Customs area. Also, a lockable passageway must be provided to permit the exchange of items between the two areas. Customs employees must have direct access to their support area, which must be located adjacent to the Customs workroom. Customs also requires direct contact with the general public.

#### 4-3.3.2 **Contract Employee Lounge Areas**

Lounge areas are provided for contract employees (drivers and airline employees) because they are not allowed in the workroom. The lounge areas must be accessible from the dock and platform only. A dedicated toilet room must be provided to serve this lounge area.

#### 4-3.3.3 **Accountable Paper Rooms**

Because of the 24-hour operations of most mail processing facilities, accountable paper rooms must be designed using the standards for security walls. If double-doors are provided, manual drop bolts must be installed on the inactive leaf and must engage the doorjamb and the concrete slab or secured threshold to a depth of at least 1 inch. Two 3/4-inch conduits and a home run with pull cord to the electrical room must be installed in order to install an IDS.

Security containers must be stored in this room, and a security screen usually divides the room. Security must be provided above the ceiling. This space must not be used for storage of loose or open stamp stock. Bulk stamp stock may be stored within the caged, secured area of the stamp storage areas if there is no better security available elsewhere in the facility.

Wall construction must meet the criteria for security walls and door hardware must meet hardware specifications. The area must be secured within a wire fabric enclosure. This room must have an alarm and, if a CIS CCTV system is present in the facility, a pan-tilt-zoom camera in dome housing.

#### 4-3.3.4 **Credit Union**

Locate a credit union by the front door so it is accessible to all customers. The credit union is responsible for its own security and meeting the banking industry security standards. If a duress system or IDS system is necessary, the credit union should employ a person from outside the Postal Service to install and monitor the system.

## 4-4 Administrative Facilities or Areas

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### 4-4.1 **General Security Standards**

Administrative facilities and areas must be designed to meet the need for access by the public. The spaces where the most dealings with the public take place must be located close to the front entrance to the building. Commercial space, as well as existing mail processing facilities, may have these types of areas.

### 4-4.2 **Functional Areas**

#### 4-4.2.1 **Personnel Records Storage**

Walls and ceilings in the personnel records storage area must be constructed in accordance with [3-3](#).



#### 4-4.2.2 **Contract Records Storage**

Rooms for the storage of highway contracts, airline contracts, or other corporate contracts must have walls and ceilings constructed in accordance with [3-3](#).

Active contracts and all contract negotiation documents must be secured in a lockable cabinet or in a storage room meeting the standards of [3-3](#).

## 4-5 Inspection Service Areas

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### 4-5.1 **General Security Standards**

Office and operational areas for the Inspection Service's use are to be provided in accordance with the current guidelines of Handbook AS-504, *Space Requirements*.

### 4-5.2 **Office Locations**

The office or office suite provided for Postal Inspectors must be located so that access to the office and movement within it cannot be seen by Postal Service employees. However, these offices must be accessible to the public. Individual offices must be sized in accordance with current space standards.

### 4-5.3 **Bullet-Resistant Standards**

Bullet-resistant materials must be used in the Inspection Service lobby area. See [3-1.6](#) for technical standards.

### 4-5.4 **Intrusion Detection System**

All Inspection Service office space must have alarms installed. The IDS must cover the entry to the space, all evidence storage areas, and other high-risk storage areas. It must have multiple keypad control locations and must be zoned separately from the building's main IDS so that the status of Inspection Service keypads is not displayed on the main system. The local Postal Inspector must be closely involved to ensure that the system is designed to meet the most current standards of this handbook and Handbook AS-503. See Handbook AS-503 for sensor locations.

### 4-5.5 **Office Entries**

#### 4-5.5.1 **Single Postal Inspector's Office (Domicile or Nondomicile)**

Facilities with one Postal Inspector's office must have an exterior entry door into the building in addition to the interior office entry to provide direct and undetected access to the CIO and LOG. Locate this door as inconspicuously as possible and, if necessary, provide a screen wall or fence to shield the entry. Where practical, the entry to the office should be from or adjacent to the Post Office Box lobby in retail and delivery operations or from the employee parking lot in processing plant operations.

**4-5.5.2 Multiple Postal Inspectors' Office Space**

In facilities with two or more Postal Inspectors' offices, access to the offices is to be provided directly from the building's exterior into an office or corridor used exclusively by Inspection Service personnel. Locate this entry so that personnel can access the Postal Inspectors' offices without passing through space used by Postal Service staff. Entry must be provided directly into the CIO or LOG either from a Postal Inspector's office or from a corridor used only by Inspection Service personnel.

**4-5.5.3 Office Not on First Floor**

In facilities where Postal Inspectors' offices are located on any floor other than the ground floor, the elevator and public corridor can be used to gain access to the office. Entry into the CIO or LOG must be provided directly from both the Postal Inspector's office and a separate exterior entrance from ground level.

**4-5.5.4 LOG and CIO Covert Entries**

The LOG and CIO must be provided with a covert entrance to be used by the Office of Inspector General and the Inspection Service in an area remote from the primary employee entrance. The local Postal Inspector and OIG agent must approve the entry location.

Where required, the entry must be recessed between 18 inches and 24 inches from the outside face of the building. No exterior light fixture is to be provided over the entry. All exterior entries to the Postal Inspector's space must have a sidewalk to the door.

In lieu of a recessed entry, a screen wall may be installed to ensure entry privacy; this type of screen wall may be used on all entries based on discussions between the local inspector and the project manager. As another alternative, this entry may be located off the box lobby and away from the service counters and philatelic area.

On exterior entry doors into Inspection Service spaces, a 190-degree viewer must be installed centered on the door at 5 feet AFF.

**4-5.5.5 Screen Wall**

The screen wall, if required, should be a minimum of 8-feet high and may be constructed of the same material as the building exterior or may be fence material that provides full privacy. A slit should be installed as follows:

- a. ±1-inch by 6-inch or the width of masonry unit.
- b. In the grout or mortar line approximately 5 feet above finished grade.
- c. In each wall face so the OIG agent or Postal Inspector can see the surrounding areas.

The screen wall must ensure undetected access to the LOG or CIO.

**4-5.6 Toilet Rooms**

Postal Inspectors' office space in mail processing facilities, whether domicile, nondomicile, or a suite of Postal Inspectors' offices, is to be provided with a toilet room. A toilet room is not required at a CIO. The toilet

room must be located where apprehended individuals may use it without leaving the Postal Inspector's office or suite.

The toilet room is to be provided with a lavatory, toilet, toilet paper holder, paper towel holder, soap dispenser, mirror, light, and duplex outlet; it is not to be provided with any windows.

## 4-5.7 Construction Standards

### 4-5.7.1 Sound Attenuation

The walls and ceilings of the Postal Inspectors' space must have sound attenuation meeting the following minimum sound transmission class (STC) ratings:

- a. STC 45 for corridors.
- b. STC 45 for the interview room.
- c. STC 45 for the conference room.
- d. STC 35 for all other walls and ceilings in the office or suite.
- e. STC 45 for walls and ceiling (and floor, if applicable) between the office suite and other Postal Service areas.
- f. STC 45 for CIO walls and ceiling (and floor, if applicable).

### 4-5.7.2 Hardware

The project manager or postmaster provides locks, without cylinders, and lock templates for the Postal Inspector's offices and for the CIO and LOG. The local Postal Inspector provides the proper cylinder via the project manager or postmaster for installation by the contractor. The contractor installs the locks.

The hardware is available through the Topeka Material Distribution Center and can be ordered in accordance with the *Administrative Support Manual* 273.4 and Publication 247, *Supply and Equipment Catalog*. Hardware sets for the exterior doors must meet the standards of ANSI 156.13 Function-15, 931AH.

### 4-5.7.3 Evidence Room

The evidence room must be constructed with security walls and security doors. The security doors must be constructed in accordance with the standards in [3-3](#).

The security or demising wall must have (at a minimum) nominal 2-inch by 4-inch wood or 3-5/8-inch, 20-gauge metal upright studs spaced 8-inches OC and covered on both sides with 5/8-inch (minimum) gypsum board and reach up to the true ceiling. As an alternative, the studs may be spaced 16-to-24-inches OC if a layer of 5/8-inch (minimum) plywood, number 13 cold-rolled flattened expanded metal, or a 22-gauge cold-rolled steel sheet is installed under the gypsum board.

The room must include an IDS with door contacts and a motion sensor and must have access controls in accordance with [3-2.5](#). Additional Department of Justice standards may apply.

**4-5.7.4 Interview Room**

The interview room must have an STC rating of 45 or higher. It must not have any windows but may be required to have a one-way mirrored glazing to allow observation from another room. The interview room must have a metal railing or an eyebolt to which handcuffs can be attached. The railing or eyebolt must be attached to studs in the wall. In order to listen to the interview while viewing through the one-way glass, hard-wired sound equipment will be necessary.

**4-5.8 Security Force Office Space**

Security force office space is required when Postal Service police officers or contract security guards are assigned to a facility. The size of the space is determined by the size of the security force complement. Locate the office and supporting areas immediately adjacent to the employee entrance and segregated from the general building. The security force office space must have HVAC for continuous 24-hour operations. See Handbook AS-504 for office space standards.

**4-5.8.1 Offices**

Secure offices must be provided for the manager, Postal Service police, or the Postal Service police supervisor in charge. Private offices are to be provided for Postal Service police supervisors in accordance with the criteria in Handbook AS-504, *Space Requirements*.

**4-5.8.2 Special-Purpose Rooms**

Men's and women's toilet rooms and locker rooms must be provided. Shower facilities may be required if requested in writing by the Inspector in Charge; these facilities would be in addition to the individual toilet rooms and locker rooms.

A lunch room or lounge area should be provided. A weapon loading and unloading and storage room must be provided. Other specialty rooms, such as a crime laboratory or training facilities, may be required as determined in the process of filling out PS Form 929, *Major Facility Planning Data*. The Inspection Service will provide guidance on these spaces during the early design stages.

# 5 Criminal Investigative System

This chapter addresses the components of and standards for the criminal investigative system (CIS). The CIS is used exclusively by the Inspection Service and Office of Inspector General and only in the conduct of the investigative missions under their respective authorities.

## 5-1 Criminal Investigative System Overview

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### 5-1.1 General

A criminal investigative office (CIO) must be provided for in the planning, design, and construction of all Post Offices, stations, branches, or other mail-handling facilities where the total projected 10-year full-time employee complement will equal or exceed 29 carriers. This requirement does not apply to temporary facilities. A temporary facility is defined as one in which the lease, including options, does not extend beyond 2 years.

The CIS is defined as a stand-alone lookout gallery (LOG) that may be supplemented by a limited number of closed-circuit television (CCTV) cameras in some remodeled buildings. In new facilities, the system consists of a CCTV system and a CIO. Depending on the size and function of the building, the CIS may also consist of a nondomicile office, a spine of LOGs, or an automated electronic test system.

Deviations from CIS standards must be requested in writing prior to the 10-percent design stage.

### 5-1.2 Special Circumstances

In special circumstances, a CIS may be required in facilities that do not meet the criterion in [5-1.1](#). Examples of such facilities include a small airport mail center (AMC) or a high-value shipment office. The Office of Inspector General (OIG) Special Agent in Charge or Inspector in Charge (or designee) provides written justification for the deviation during the planning phase. When remodeling or renovating primary mail-handling areas, the completed project must provide observation equal to or better than what was available prior to construction.

### 5-1.3 Criteria for Type of Criminal Investigative System

Where a requirement is specified by a particular program name [i.e., Small Standard Building Design (SSBD), Medium Standard Building Design (MSBD), or mail processing facilities], such a requirement is to be construed

as applicable to any facility of that size range, including alternate quarters (AQs) and existing facilities. Refer to Handbook AS-503, *Standard Design Criteria*, for additional design criteria.

#### 5-1.3.1 **Facilities Less Than 10,000 Square Feet**

Facilities smaller than 10,000 square feet (SSDBs) have a limited CIS if necessitated by the number of carriers. During the planning phase, the OIG SAC or Inspector in Charge (or designee) determines if a request for deviation to install the CCTV system in other facilities is warranted. LOGs are not used in facilities of this size.

#### 5-1.3.2 **Facilities With Workrooms Less Than 60,000 Square Feet**

For facilities larger than 10,000 square feet (MSBDs) with a workroom of less than 60,000 square feet, a CIS must be installed when the 10-year full-time employment complement will equal or exceed 29 carriers. The CIS consists of a CCTV system in a CIO. LOGs are not used in facilities of this size range.

#### 5-1.3.3 **Facilities With Workrooms 60,000 Square Feet and Larger**

The standard drawings for mail processing facilities with workrooms larger than 60,000 square feet have been designed to include the CIO, a breakout, and the CCTV layout.

#### 5-1.4 **Viewing Distance**

The viewing distance of the CCTV cameras is a maximum of 150-feet on center (OC). When an LOG and CCTV cameras are used in combination (as in older facilities), the cameras must be located no more than 150 feet from the LOG. Cameras should be located no closer than 50 feet from the wall in mail processing facilities and 25 feet from the wall in MSBDs.

The camera's mounting height at ceiling level can affect its viewing distance and the required spacing of CCTV cameras. The cameras in mail processing areas are located in a grid layout at 150-feet OC based on a vertical height of between 14- and 18-feet AFF.

Additional cameras may be needed when a mechanized system, which may interfere with the camera views, is installed overhead. In MSBDs, the camera spacing is 40-feet OC maximum, based on a vertical height of 11-feet-to-14-feet AFF. If the ceiling is less than 11 feet anywhere within the workroom area, additional cameras or equipment may be required.

#### 5-1.5 **Areas Observed**

##### 5-1.5.1 **Primary Areas**

When Postal Inspectors and OIG agents are in the CIO they must have maximum observation of the following areas and functions:

- a. All mail-handling areas, including the workroom side of the Post Office box section and retail service lobbies.
- b. The workroom side of the self-service vending area (SSVA).
- c. Finance areas (except bookkeeping and accounting areas where no cash, stamp stock, or money orders are handled).

- d. Central markup and computer-forwarding areas.
- e. Registry sections.
- f. U.S. Customs queuing areas.
- g. Mailing platforms and carrier loading platforms.
- h. Business mail entry units (BMEUs) and weighing stations or rooms.
- i. Rewrap sections, loose-in-mails areas, nixie areas, and dead letter and parcel areas.
- j. Mail being handled on all employee station levels in multitiered mail processing equipment and shakeout areas.
- k. Stamp storage rooms or areas.
- l. Vault doors.
- m. Employee entries and exits if no security system cameras are already looking at those areas.
- n. Entries into locker rooms and toilet rooms if they are located directly off the workroom floor; otherwise, the entry into a hallway from the workroom to these spaces.
- o. Within mail handling elevators in multistory buildings.
- p. Over each retail unit.
- q. Trash, dumpster, and recycling areas.
- r. Lunch rooms, swing areas, and lounges.
- s. Stamp distribution offices (SDOs).
- t. At airport mail facilities (AMFs) or airport mail centers (AMCs), the transfer area between the Postal Service and the airlines.
- u. The airline distribution area if adjacent to the facility.

#### 5-1.5.2 **Secondary Areas**

Additional cameras for secondary coverage areas can be requested by the local OIG SAC or Inspector in Charge (or designee) through a deviation request.

#### 5-1.5.3 **Areas Not Observed**

Men's and women's toilet rooms and locker rooms are not observed.

## 5-2 Criminal Investigative Office

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### 5-2.1 **Criminal Investigative Office Configurations**

The CIO for all building sizes includes view windows and a covert entrance to the building; in MSBD and mail processing facilities it also includes the video control consoles and an equipment rack housing the CCTV system support equipment. The CIO is located on a platform above the workroom floor level in MSBDs and in the mezzanine for mail processing facilities.

5-2.1.1 **Facilities With Workrooms More than 10,000 Square Feet, Less Than 60,000 Square Feet**

In MSBDs, the CIO contains approximately 130 usable net square feet. The electrical and power distribution panels may be placed on the same level as the monitoring area. HVAC systems must be designed to accommodate heat load from power supplies and other CCTV system components.

5-2.1.2 **Facilities With Workrooms 60,000 Square Feet and Larger**

The CIO contains 200 usable net square feet. The CIO is located at ground level. The CIO has a breakout door to the workroom floor. There is another breakout room, with a breakout door to the workroom floor, at the opposite side of the facility with a covert entrance.

5-2.2 **Architectural Design Standards**

5-2.2.1 **Observation Windows**

The CIO must have a one-way glazed window on the breakout doors.

5-2.2.2 **Blackout Curtain**

In a CIO with observation windows, a blackout or light-tight curtain over the observation windows is necessary to prevent movement and light in the CIO from being visible on the workroom floor. The curtain must be attached to a hospital curtain track, which is mounted to the ceiling or structure above. The curtain must be installed in multiple sections that attach to each other and to the wall by Velcro or a mechanical device. The curtain must drape to the finished floor and must be designed and installed to allow an individual free movement between the curtain and the wall without being detected from outside the CIO.

5-2.2.3 **Doors**

All CIO doors are to swing inward, including all breakout doors if an LOG is provided. The doors must be sealed to prevent dust from entering the space. They are required to have Inspection Service locks keyed to the Postal Inspector's key.

5-2.2.4 **Interior Finishes**

The walls and ceiling of the space must be painted semi-gloss black. The floor finish will be dark color vinyl composition tile. The stairs and toilet room can use other floor finishes as appropriate. A white or yellow safety strip must be placed on the top and bottom tread of the stairs.

5-2.2.5 **Sound Attenuation**

The CIO and observation windows must meet a sound transmission class rating of 45 or higher. This can be accomplished by using insulating glass, caulking all joints and frames, and using heavy curtains over the windows. To reduce noise from movement of the structure, the floors and stairways must be made of poured lightweight concrete on metal pans supported by a steel structure. The toilet room must meet the sound insulation standards.



#### 5-2.2.6 **Toilet Room**

A toilet room is not required in the CIO.

#### 5-2.3 **Heating, Ventilation, and Air-Conditioning Standards**

The heating, ventilation, and air-conditioning (HVAC) for the CIO must interface with the building master system and controls. The CIO must have individual controls and sensors to ensure that a comfortable environment is maintained. The air must be filtered to keep dust from entering the room. The HVAC system must also have humidity control. In new construction, exhausts from the CIO must be vented either through the ceiling of the CIO to the workroom or through the exterior wall to the outside of the building. In existing buildings, a stand-alone system may be used, but must be vented through the roof or exterior wall.

#### 5-2.4 **Electrical Standards**

##### 5-2.4.1 **Lighting**

During normal operation, the interior of the CIO must remain dark for best covert observation. Light switches for operating cleaning lights must be adjacent to the entrance door. Three-way switches are required.

##### 5-2.4.2 **Power**

A 100-amp electrical panel with 20-amp dedicated circuits must be provided. A minimum of two convenience duplex outlets and one standard three-position information outlet (I/O) must be provided on all walls.

Step-down 24-volt power transformers are to be installed in the Inspection Service office space. In mail processing facilities, locate camera transformers adjacent to the cameras.

##### 5-2.4.3 **CCTV Transmission and Video Circuits**

All video cabling coming into the CIO must have at least 20 feet of pigtail at the point of final demarcation in the room. In mail processing facilities, the wiring terminates in a separate rack and is cross-connected to the equipment in CIO and security office. In MSBDs, wiring terminates in a patch panel in the same rack as the equipment. If the facility has a retail security CCTV system or a site security CCTV system, the systems must be individually looped through the manager's office equipment into the CIO equipment. In a major facility, the cameras obtain their power from the nearest panel, even though they are 24-volts alternating current.

##### 5-2.4.4 **Cable Routing**

All cabling must be in "J" hooks, routed through cable trays or in conduit (where required by code and/or in vertical applications where cable could be subject to damage). Where there is a LOG spine, the top of the LOG may be used as the cable tray. Daisy chaining of control circuit wiring is not allowed. The wiring must be directly wired from the camera to the CIO. A single splice for video and data are acceptable for Cat-5e cable runs that exceed 1,000

feet, provided that the appropriate gel-filled, in-line splice connections or terminal blocks are used. Otherwise, no splicing of video and data cables is permitted.

#### 5-2.5 **Console and Equipment**

The layout and design of the CIO must follow the criteria in Handbook AS-503, *Standard Design Criteria*. The console houses all CCTV operating equipment including the monitors, recorders, multiplexers, switchers, and computer. The console comes with task lighting and a chair. For the most current standards, see Handbook AS-503.

#### 5-2.6 **Intrusion Detection System**

All CIOs must be provided with an IDS. In a major facility, the system is part of the main IDS system and is also remotely monitored at a designated Inspection Service-controlled location. The main IDS for the facility must be partitioned to allow the CIO to have its own keypad for arming and disarming the alarm. The alarm must be programmed in such a way that the main keypad of the facility does not indicate when the CIO's IDS is armed or disarmed.

## 5-3 Lookout Galleries

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### 5-3.1 **General**

LOGs are no longer required in new facilities. CIOs replace LOGs in new facilities. However, for locations where LOGs are currently installed, certain criteria must be followed.

### 5-3.2 **Design and Construction Standards**

The design and construction of LOGs must comply with standard details and criteria in Handbook AS-503. Alternatives may be submitted, but must be documented to show that they are equal to or better than the standard LOG details and would cost less to build.

Any request to construct a nonstandard LOG or remove an existing LOG must be submitted through the contracting officer's representative (COR) at the time of the bid along with supporting details and information to the OIG for review and evaluation. The design of the LOG structure must satisfy applicable building codes.

### 5-3.3 **Types of Lookout Galleries**

#### 5-3.3.1 **Suspended**

The clearance height for LOGs depends on the type of facility and conditions, although the following minimum clearances must be met for suspended LOGs:

- a. A minimum 8-foot 6-inch clearance must be provided beneath the LOG where forklift trucks are used and 8-foot doors are installed.

- b. A minimum 7-foot 6-inch clearance must be provided beneath the LOG where forklift trucks are not used.

These two clearance heights are minimums only. The LOG must be constructed as high as possible above the finished floor.

#### 5-3.3.2 **Floor-Mounted**

Floor- or column-mounted LOGs require an approved deviation. For observation of carrier loading areas, the floor-mounted LOG must be located as high as possible or must be attached to the underside of the canopy. This must be designed with special care to provide maximum observation of the entire dock area and into the cargo compartments of trucks and other vehicles being loaded or unloaded.

### 5-3.4 **Design Standards**

#### 5-3.4.1 **Structural**

Structural support framing, coupled with the wall, floor, and roof members of the building, must provide a rigid structure that will not sway, deflect, squeak, or shake when a Postal Inspector or OIG agent is walking or running inside the LOG. Intermediate columns to support the LOG are permissible only when there is no other viable alternative and when representatives of the Facilities organization approve the design. The framing systems must not protrude or interfere with the view from the observation units.

The LOG flooring is to be constructed of lightweight concrete. If the building is located in a seismic zone, the LOG must meet the standards for seismic bracing and expansion control joints. Any added elements must be designed to prevent sound transmission from the LOG to offices or the workroom and to preclude visibility into the LOG from offices or the workroom.

#### 5-3.4.2 **Architectural**

##### 5-3.4.2.1 **Visual Obstructions**

The location of the building lighting fixtures and HVAC ducts must be adjusted as necessary to avoid directly or indirectly blocking the view from the LOG. Locate pipes, mechanization equipment, mail-moving systems, and structural members so that they do not obstruct the line of sight from any observation unit.

##### 5-3.4.2.2 **Changes in Floor Elevation**

The floor of the LOG system must be at one elevation, if possible. When changes in elevation are required, ladders protected by safety rails are to be used and must be constructed as shown in the *Standard Detail Library*. Safety rails and ladders should be painted gloss white for safety. Steps and ramps are not permitted, except when a deviation request is approved. If the distance between LOG floor levels exceeds 12 feet, install staggered ladders for safety (see the *Standard Detail Library*).

##### 5-3.4.2.3 **Headroom**

A minimum 6 feet and 6 inches of clear headroom must be provided within the LOG. Overhead obstructions such as beams, ducts, pipes, wires, and the

like are not permitted. A reduction in interior clear headroom requires an approved deviation. The limit for a reduction in interior headroom is 1 foot for a maximum length of 8 feet for clear headroom of 5 feet and 6 inches. All unavoidable cross-penetrations, obstacles, and reductions in ceiling height must be padded, marked, and have telltales affixed to them (see the *Standard Detail Library*). Clear headroom of 6 feet and 6 inches must be maintained above ladder step-off/step-on points in all breakouts and entry wells and at all ladder-assisted changes in elevation.

#### 5-3.4.2.4 **View Ports**

Viewing from the LOG is accomplished using observation units. See Handbook AS-503 for details and design criteria.

#### 5-3.4.2.5 **Wall-Mounted**

Wall-mounted observation units in the LOG should be spaced according to the building design standards. The units must be staggered so that they are not opposite each other or located over floor observation units (see the *Standard Detail Library*). Install blackout curtains if backlighting is a problem in the LOG. Use Velcro attachments for these curtains mechanically fastened at 6-inches OC at the wall. In special situations, deviations are granted if special screening of observation units is provided in the design.

When the LOG traverses the length of a platform (open or enclosed), the observation units must be spaced to provide a view into the truck or trailer vans. The standard height of view ports is shown in the *Standard Detail Library*. When necessary, this height may be raised or lowered to provide maximum visibility.

Fasteners must not protrude on the inside of the LOG after the observation units are installed. The contractor must use a black caulk to seal around all light-emitting openings after installation, and secure all external observation unit fasteners to prevent their removal and to prevent unauthorized entry.

#### 5-3.4.2.6 **Floor Units**

The contractor furnishes and installs the floor-observation units. The floor unit must be designed in accordance with the *Standard Detail Library* and Handbook AS-503. The floor unit is provided with a metal frame or sleeve to facilitate installation; finished in semi-gloss black; and installed so that the top lip is flush with the top of the LOG floor substrate material, not flooring, thus eliminating a tripping hazard. Floor observation units within the gallery must be centered at a maximum spacing of 8-feet OC (see the *Standard Detail Library*).

#### 5-3.4.2.7 **Removal of LOG View Ports**

When a facility is deactivated, the postmaster or facility head is responsible for ensuring the removal of all wall-mounted LOG observation units and Inspection Service locksets from office doors and all breakout doors and entrance doors. The locksets are to be forwarded to the local INC. Observation units must be sent to the Topeka Material Distribution Center for future use.

**5-3.4.2.8 Breakouts (LOG Exits)****5-3.4.2.8.1 Location**

Exits from the LOG (breakouts) must be located as necessary to provide ready access to the floor areas observed. Where possible, locate breakout shafts in or adjacent to support areas to avoid conflicts with the mail handling operations. A breakout must be provided as an emergency exit at dead-end LOG runs over 20 feet long.

When a fire door is required where the LOG penetrates a firewall, at least one breakout must be located on each side of the firewall. The words "Fire Door" must be painted on both sides of the door in illuminated semi-gloss white paint using 3-inch letters centered at 5 feet above the floor.

If exit signage is required in the LOG, the signage must be designed to mount flush to the wall and must not be mounted any higher than 18 inches from the floor. Flush mounting in this case means the unit does not stick out any farther than an outlet cover.

Breakouts to primary viewing areas are essential. Breakouts to secondary viewing areas are provided if required by security or safety needs for the particular facility. Breakouts are prohibited in stamped paper rooms, registry areas, in rooms requiring individual accountability, toilet rooms, and locker rooms.

**5-3.4.2.8.2 Doors**

All breakout doors must meet the following criteria:

- a. Must swing into the LOG but away from the ladder.
- b. Must have a 10-inch by 10-inch one-way glazed viewing panel (see the *Standard Detail Library* for breakout design).
- c. Must be located so that the floor inside the breakout door is level with the floor outside the door.

**5-3.4.2.9 Glazing**

All one-way glazing to be used throughout the LOG must reduce light transmission by at least 80 percent. For safety reasons, the glass must be tempered if the glazed area is larger than 100-square inches. Smoked glass and acrylic materials are not allowed. Except for the glass shipped with the observation units, the contractor must furnish and install all one-way glazing. The contractor must replace any damaged one-way glazing in observation units.

**5-3.4.2.10 Finishes**

The following criteria must be followed for LOG finishes:

- a. The exterior of floor observation units must be painted semi-gloss black, except for the 1-inch flange ceiling trim, which is to be painted to match the color of the adjoining underside of the LOG.
- b. The exterior of wall observation units must be painted to match the adjacent wall, and the interior must be painted semi-gloss black.
- c. Dark vinyl composition tile should be used for the floor finish material. Other floor coverings may be approved for the CIO and LOG when submitted through the deviation process.

- d. The interior of the LOG and breakouts must be painted with two coats of semi-gloss black paint.
- e. A 2-inch sound attenuation blanket or equal sound-deadening materials must be provided in the walls, ceilings, and floors.
- f. Materials must be noncombustible in accordance with local fire codes.

#### 5-3.4.3 **HVAC**

Ventilation must be provided to maintain a constant flow of air through the LOG. The LOG intake louvers must be lightproof (darkroom type). The ventilation is to be provided from either the building return air system or a separate exhaust fan. Louvers in breakout doors are not permitted.

#### 5-3.4.4 **Electrical**

##### 5-3.4.4.1 **Convenience and Information Outlets**

Convenience and information outlets are to be provided and installed according to the building design standards. Locate outlets at all changes in direction, at dead ends, at the end of mailing and carrier loading platform observation laterals, and at three-way intersections. Center each outlet on a wall so the glow light is visible, indicating a change of direction.

##### 5-3.4.4.2 **Cleaning Lights**

Cleaning lights are to be provided according to the building design standards.

##### 5-3.4.4.3 **Electrical Circuit Security**

Each electrical circuit for the CIO, LOG, or Inspection Service offices must be a dedicated circuit with lockouts, including the following: duplex outlet circuits, cleaning-light circuits, telephone relay circuits, IDS power circuits, CCTV system circuits, and all other Inspection Service-related circuits.

#### 5-3.4.5 **Fire Safety**

The Postal Service does not require fire and smoke alarms or fire sprinkler systems inside LOGs. If the Postal Service is required by local code to install a fire alarm system, sprinkler heads, or smoke detectors, they must be flush mounted or recessed. They may be mounted in the center of the LOG ceiling or at the top of a sidewall.

If the LOG is adjacent to a fire-rated wall and a view port is cut through the wall, or if the LOG passes through a fire-rated wall, fire dampers must be installed. If roll-down fire dampers are installed, a prewarning device (sound and light) is required and must activate prior to the dampers being activated.

## Appendix A

# Division Boundaries by ZIP Code™

U.S. Postal Inspection Service

Division Boundaries by ZIP Code™

The following table lists Inspection Service divisions by area of responsibility.

<b>Inspection Service Division</b>	<b>Area of Responsibility by ZIP Codes</b>
Atlanta	29800-31999, 35000-35299, 35400-39999
Boston	01000-06999, 12000-12399, 12800-14999
Charlotte	27000-29799, 22400-22599, 22800-23999, 24400-24499
Chicago	49800-49999, 53000-53299, 53400-53599, 53700-53999, 54100-54599, 54900-54999, 60000-61199, 61300-62099, 62200-63199, 63300-63599, 65000-65399
Denver	50000-51699, 52000-52899, 54000-54099, 54600-54899, 55000-55199, 55300-56799, 57000-57799, 58000-58899, 63600-64199, 64400-64999, 65400-65899, 66000-66299, 66400-68199, 68300-69399, 80000-81699, 82000-83199
Detroit	46000-46999, 47200-47599, 47800-49799
Fort Worth	71600-73199, 73400-74199, 74300-76499, 76800-76999, 79000-79699, 86500-86599, 87000-87599, 87700-88599
Houston	70000-70199, 70300-70899, 71000-71499, 73300-73399, 76500-76799, 77900-78999, 79700-79999
Los Angeles	90000-90899, 91000-92899, 93000-93599
Miami	32000 -34299, 34400-34499, 34600-34799, 34900-34999
Newark	00600-00999, 07000-07999, 08500-08999
New York	00400-00599, 09000-09899, 10000-11999, 12400-12799
Philadelphia	08000-08499, 1500-15499, 15600-15699, 16900-19999
Phoenix	84000-84799, 85000-85099, 82500-85399, 85500-85799, 85900-86099, 86300-86499, 88900-89199, 89300-89599, 89700-89899, 96100-96199
Pittsburgh	15000-16899, 24000-24399, 24500-26899, 40000-41899, 42000-42799, 4300-45999, 47000-47199, 47600-4779999
San Francisco	93600-95399, 95600-96099, 96700-96999
Seattle	59000-59999, 83200-83899, 99000-99499, 97000-97999, 98000-98699, 98800-98999
Washington	20000 -21299, 21400-22399, 22600-22799

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## Appendix B

# Design Review Security Checklists

This appendix contains security checklists for the Facility Planning Concept and 10-percent, 30-percent, 70-percent, and 100-percent design reviews.

### Facility Planning Concept and 10-Percent Design Review Security Checklist

General	Yes	No
1. Has a risk analysis of the site location been completed to determine what level of security is required?		
2a. Are there outstanding security issues? If so, list them.		
2b. Have the security issues been addressed in writing?		
3a. Are there any outstanding deviation requests?		
3b. Have the deviation requests been made in writing as required?		
4. Have all outstanding security requests and deviations been answered in writing?		
Building	Yes	No
5a. Does the facility need to have a centrally controlled access control system? If so, begin determining the layout of the entranceways to limit employee entrances into the building.  <b>Note:</b> A set of questions needs to be answered about such a system. Close relationships must be maintained with the architect, security control officer, and project manager for the design of the system.		
5b. Has someone been designated to monitor the system?		
5c. Has someone been designated for inserting and removing data to determine where the various terminals belong and where the main computer will be housed?		
6a. Does a Postal Service retail store with open merchandising exist?		
6b. If it has open merchandising, have you reviewed the layout for the CCTV system camera locations and sensors for the intrusion detection system (IDS)? Do the specifications meet current standards? (Note: the contractor installs the closed-circuit television (CCTV) and IDS systems; therefore, current specifications must be verified.)		
7. If the facility does not have open merchandising, does the facility still meet the standards for installation of an IDS or a security CCTV system? If required, make sure the IDS and CCTV are designed into the facility.		
8. Is additional security required at either the back entrance or in the lobby area?		
9. Does the box lobby have extended hours? Is it open 24 hours?		
10. Do exterior doors open into unoccupied spaces of the building (i.e., buildings and grounds room or electrical power room)?		

11. Are all exits shown? If so, determine which exits must be emergency egress only and which must be used as pedestrian entrances as well.		
12. Have you requested a completed hardware schedule by the 60-percent-to-70-percent phase of the design review, specifically all exterior doors?		
13. Is the building situated so that employees have direct access to their locker rooms and lunch room without having to first cross the workroom?		
<b>Criminal Investigative System (CIS) and Inspection Service Space</b>	<b>Yes</b>	<b>No</b>
14. If the facility has lookout galleries (LOGs), does the plan depict a tentative layout in accordance with current criteria found in Handbook AS-503 for the galleries and breakouts as well as their entrances?		
15a. Has a CIS been included in the design		
15b. Is the CCTV camera coverage in accordance with 5-3 of this handbook?		
16. If no Inspection Service office space is provided, is the nondomicile space, CIS, and/or LOG entrance located where Postal Service employees cannot readily see that entrance and have access to that entrance?		
17. If the Inspection Service has office space, does the plan show an exterior entrance for covert entry into the office in addition to a public entry?		
18. If a site layout plan is provided, is the Postal Inspector's entrance outside the security fence line?		
19a. Have you reminded the architect that all gallery doors open inward and only the exterior gallery door gets the mortise lock?		
19b. Have you reminded the architect that all other interior doors get a key-in-knob lock with a 2-3/4-inch backset?		
20. Have you provided the architect with information about exemption from the Architectural Barriers Act and Handbook RE-4, <i>Standards for Facility Accessibility</i> , regarding the breakout doors and Postal Inspector's office?		
<b>Site Security</b>	<b>Yes</b>	<b>No</b>
21a. Does the site have fencing around the Postal Service parking and maneuvering compound?		
21b. Is the fence 6 feet?		
21c. Is the 1-foot top guard on the fence required and shown on the drawing?		
22. Does the site plan show fencing around the employee parking lot?		
23. Is there a secondary fence separating the employee parking from Postal Service vehicles?		
24. Have the fences been equipped with gates (slide, swing, or a combination of the two) as required?		
25. Is the landscaping on both sides of the fence the type that stays low (3-feet high maximum)?		
26. Are trees kept at least 10 feet from the fence line?		
27. What type of traffic flow is set up for customer vehicles, Postal Service vehicles, and employee vehicles? Is the traffic flow adequate for security purposes?		

**30-Percent Design Review Security Checklist**

<b>General</b>	<b>Yes</b>	<b>No</b>
1. Have all issues raised during the 10-percent design review been addressed?		
2a. Have all deviation issues been resolved?		
2b. Is everything in writing (i.e., confirmation through minutes of a meeting or an answer via a memorandum)?		
3. Are there new security issues that need to be addressed?		
<b>Building</b>	<b>Yes</b>	<b>No</b>
4. Are lights shown over all exterior doors? (The only exception is the Postal Inspector's exterior entrance, if applicable.)		
5. Review the door numbers on the drawing with the hardware schedule. Do all exterior, nonstorefront doors have a mortise lockset with the integral deadbolt as outlined in this handbook?		
6. Has adequate lighting been provided in the box lobby?		
7. Do customers have an adequate view into the box lobby to verify whether it is safe for them to enter? This is particularly important for box lobbies with extended or 24-hour accessibility.		
8. Are counters, parcel slides, vending machines, and writing counters oriented to minimize obstructing the view into the Post Office?		
9. Does the storefront door with the exit sign overhead have the correct hardware?		
10. Are all openings 8 inches by 8 inches or greater secured against unauthorized entry?		
11. Are all exterior doors constructed of 14-gauge steel or better?		
12. Are all doors separating the Post Office box and service lobbies from the workroom constructed of either 14-gauge steel or 1-3/4-inch solid core wood or, if roll-down doors, a minimum thickness of 0.125-inch aluminum?		
13. Is the doorframe constructed of 14-gauge steel and securely attached to the wall structure to prevent the frame from spreading more than 1/2 inch at the lock?		
14. Are Function F-15 mortise locks indicated on all critical doors (i.e., doors separating the Post Office box and service lobbies and the workroom, and pedestrian doors at the mailing vestibule and carrier vestibule) as designated in this handbook?		
15. Has the conduit been shown on the electrical drawing for the layout of the IDS, EAS, and security CCTV and CIS CCTV cameras for the Postal Service retail store or other security needs?		
16. Is there a separate specification for the camera installation and the IDS?		
17. Are all required structural changes made at this point in the design process?		
18. Is the security hardware installed at the proper location based on whether the facility has an open or closed platform?		
19. How are cash receipts removed from the cash register and taken to the count area? Is adequate security provided?		
20a. Review locations of and equipment planned for the Postal Service retail store CCTV video system, IDS, and EAS. Are proper equipment, correct type, and sufficient locations provided?		

20b. Is surveillance coverage adequate to meet Inspection Service, employee, and customer needs?		
21. Are electrical outlets and adequate space provided for the EAS system as part of the Postal Service retail store?		
<b>CIS and Inspection Service Office Space</b>	<b>Yes</b>	<b>No</b>
22. Review the LOG and CIS electrical plan. Are there sufficient outlets, junction boxes, conduit, raceways, and power?		
23. Are all electrical outlets at the safety railings in accordance with standard drawings?		
24. Are all outlets duplex?		
25a. Are all dead-end LOG runs less than 20 feet?		
25b. If not, are they equipped with a breakout?		
26. Does the LOG provide a clear space with no obstructions of at least 36-inches wide and 78-inches high from finished floor to finished ceiling?		
27. Is the clearance between the bottom of the gallery and the finished floor a minimum of 7 feet 2 inches in customer service facilities? It must be as high as the roof permits.		
28. Is the clearance between the bottom of the gallery and the finished workroom floor a minimum of 8 feet-2 inches in a major facility? It must be as high as the roof permits.		
29. Are the wall-mounted observation units 12-feet OC, and the observations units on the opposite wall offset 4 feet?		
30a. Is a breakout provided within 110 feet of all mail processing areas? Are all breakout doors shown swinging inward?		
30b. Is the breakout door equipped with a 10-inch by 10-inch one-way glass panel?		
30c. Does the door have an automatic closure? If it does, have it removed.		
31a. Are telephones required in the LOG?		
31b. If required, are they shown?		
31c. If required, are they installed in accordance with the <i>Standard Detail Library</i> and the structured wiring program?		
32a. Is the exterior door recessed?		
32b. Does it open inward?		
32c. Does it have the mortise lock assigned to the door (931AH)?		
33. Is the interior door equipped with a key-in-knob lock (2-3/4-inch backset O-912D)? The lock is furnished by the Postal Service and installed by the contractor.		
34. Is the observation window or CCTV camera in line with the vault door or stamp storage room door?		
35a. Does the CIO have the proper surveillance equipment?		
35b. Is the console equipment placement in accordance with the <i>Standard Detail Library</i> ?		
35c. Does the CIO meet the criteria based on number of CIS cameras?		
35d. Do the specifications stipulate that training is to be provided to the Inspection Service by the installer or equipment manufacturer and that a service maintenance contract, 1-year minimum, is to be included with the warranty period?		

Site	Yes	No
36a. Is the primary height of the fence 6 feet above the finished elevation?		
36b. Is there a bottom rail with a wire guide at the top?		
36c. Is the bottom fence rail kept to 4 inches or less from the finished elevation?		
36d. Does the chain link fabric rest on asphalt, or nonshifting soils?		
36e. Does the top guard, if required, have three strands of barbed wire and is it angled out by 45 degrees?		
36f. Does the top guard, if required, raise the finished height of the fence by 12 inches?		
37a. Does the facility have a secondary fence?		
37b. If it has such a fence, is this inner fence 6-foot high?		
38a. Has a computerized photometric chart been provided to show the calculations for site lighting?		
38b. Does the photometric chart show, at a minimum, 1 foot candle (fc) of illumination at ground level at the property line and uniformly throughout the Postal Service site? Safety may require a higher illumination.		
38c. Does the photometric chart show that the standards are met?		
39. In facilities with access control at the gates and a CCTV system used for monitoring security, has the light level been increased for adequate nighttime viewing of the area (i.e., 0.5-fc at gate entrances that could be controlled by vehicle-approach sensor or pedestrian-approach sensor)?		
40a. Is the lighting in the customer parking lot at 1 fc measured at ground level?		
40b. Is the lighting at all pedestrian entrances at 1 fc measured at ground level? If access control is involved, this level may need to be higher.		
40c. Is the building well lit around the whole perimeter, especially near all exit doors except for the LOG or CIS entrance?		
40d. Are employee entrances lit well enough to identify the person entering the facility at night?		
41a. Have bushes and trees been set back from the fence and building as required?		
41b. Is the landscaping next to the fence the low growing variety (less than 3-feet high)?		

**70-Percent Design Review Security Checklist**

<b>General Checks</b>	<b>Yes</b>	<b>No</b>
1. Have all items discussed in the 10- and 30-percent reviews been incorporated?		
2. Review specifications in regard to the standards for hardware and hardware schedule, security CCTV, Postal Service retail store, CIS, IDS, EAS, roll-down or folding security grilles, and access control specifications if required. Are the specifications thorough and correct?		
3. Do all the exterior doors have the proper hardware assigned to them?		
4. Be particularly attentive to the LOG details if there is a LOG in the facility. Are the details thorough and correct?		

**100-Percent or Solicitation Documents Review**

<b>General Checks</b>	<b>Yes</b>	<b>No</b>
1. Are all 70-percent review comments incorporated in the final documents?		
2. Is the specification package complete, and have all security issues been addressed such as the hardware schedule, glazing, and CIO?		

## Appendix C

# Acronyms and Abbreviations

ACS	access control system
A/E	architect/engineer
AFF	above the finished floor
AMC	airport mail center
amp	ampere
ANSI	American National Standards Institute
APC	Automated Postal Center
AQ	alternate quarters
ASM	<i>Administrative Support Manual</i>
ASO	Administrative Services Office
BHMA	Builders Hardware Manufacturers Association
CCTV	closed-circuit television
CFR	<i>Code of Federal Regulations</i>
CIO	criminal investigative office
CIS	criminal investigative system
COR	contracting officer's representative
DOT	Department of Transportation
EAS	electronic article surveillance
EIFS	exterior insulation and finish system
fc	foot-candle
FPC	facility planning concept
FSO	facilities service office
GSA	General Services Administration
HCR	highway contract route
HVAC	heating, ventilation, and air-conditioning
IDS	intrusion detection system
INC	inspector in charge
LAB	label
LAN	local area network
LOG	lookout gallery
mil	one one-thousandth of an inch

MSBD	Medium Standard Building Design
NFPA	National Fire Protection Association
NRP	nonremovable pin
OC	on center
OSB	oriented strand board
OSL	operational space layout
PSS	Physical Security Specialist
PVS	postal vehicle service
RFID	radio frequency identification
SDO	stamp distribution office
SSBD	Small Standard Building Design
SSPC	self-service postal center
SSVA	self-service vending area
STC	sound transmission class
UL	Underwriters Laboratory
U.S.C.	United States Code