

General PD Building Requirements

1. Secure Location

- **CJIS systems must be housed in a physically secure location**, such as a locked server room or data center.
- **Limited access** to authorized personnel only.
- Doors are **self-closing and lockable**.

2. Controlled Access

- Physical access to areas where CJI (Criminal Justice Information) is stored or processed must be **restricted by access controls** such as:
 - Keycards or PIN pads
 - Biometric scanners (optional but preferred)
 - Locked doors with audit trails

3. Access Logs and Monitoring

- Maintain **access logs** of individuals who enter secure areas.
- Implement **video surveillance** (CCTV) to monitor entrances, exits, and critical areas.

4. Escorting Visitors

- All **visitors must be escorted** at all times in secure areas.
- Visitor logs must be kept, including names, reason for visit, time in/out, and escorting personnel.

5. Secure Disposal

- CJI must be disposed of in a way that renders it unreadable or irrecoverable (e.g., shredding paper documents, wiping hard drives).

6. Environmental Protections

- CJIS equipment must be protected from natural and man-made threats:
 - Fire suppression systems
 - Climate control for servers

- Uninterruptible Power Supply (UPS) and backup generators

7. Portable Devices and Media

- If mobile devices or removable media (e.g., USBs, laptops) store CJI:
 - They must be **physically secured** when not in use.
 - **Encryption is required** for data at rest and in transit.

8. Server Room Requirements

- Server/data equipment housing CJIS data must be:
 - In a **room with solid construction (walls/floor/ceiling)**
 - **Locked** when unattended
 - **Separate from public and general office space**

Evidence Room Physical Security Checklist

Access Control

- Evidence room has a **solid, lockable door** (preferably steel core).
- Access is **restricted to authorized personnel only** (evidence technician, supervisor).
- Entry is controlled via:
 - **Key card / keypad / biometric** access
 - **Manual key log** (if keys are used)
- **Access logs** (digital or manual) are maintained and reviewed regularly

Surveillance & Monitoring

- **24/7 video surveillance** of:
 - Entry/exit door
 - Entire interior of evidence room
- Video recordings are **stored for a minimum of 30–90 days**, per policy.
- Cameras are **tamper-resistant** and have an uninterrupted power source.

Storage & Organization

- Evidence is stored in:
 - **Labeled shelving, lockable lockers, or secured cages**
 - Refrigerated units (if needed, for biological evidence)
- Items are **sealed, tagged, and labeled** upon entry.
- **Temporary storage lockers** are available outside the room for officer drop-off.
- A clear **separation between temporary and long-term storage** is maintained.

Environmental & Physical Conditions

- Room is **climate controlled** to prevent degradation (especially for DNA/drugs).
- Fire protection system is present and compliant.
- Backup power supply available for environmental systems (if required).
- Evidence is **elevated off floor** and protected from water damage.

All new public safety buildings in New Hampshire must comply with the **New Hampshire State Building Code** and **State Fire Code**, which incorporate national model codes with state-specific amendments

Building Code (RSA 155-A)

- **2021 International Building Code (IBC)**
- **2021 International Existing Building Code (IEBC)**
- **2021 International Mechanical Code (IMC)**
- **2021 International Plumbing Code (IPC)**
- **2021 International Residential Code (IRC)**
- **2018 International Energy Conservation Code (IECC)**
- **2020 National Electrical Code (NEC)**

These codes apply statewide and set minimum standards for construction, energy efficiency, mechanical systems, and electrical work

Fire Code (RSA 153)

- **2021 NFPA 1: Uniform Fire Code**
- **2021 NFPA 101: Life Safety Code**

- **Saf-C 6000 Rules** (state amendments)

These codes govern fire protection systems, means of egress, occupancy classifications, and life safety features.

Accessibility Standards

Under **RSA 155-A:5-a**, any new construction or major renovation of a public building, including police stations, must meet accessibility standards

- A qualified professional must certify that design and construction comply with state building code accessibility requirements.
- Alternatively, a certified municipal building inspector can perform the review and inspection.
- Non-compliance can lead to civil penalties and legal action.