

THE DIVISION OF  
**CAPITOL POLICE**  
COMMONWEALTH OF VIRGINIA



*The Duty to Protect.  
An Honor to Serve.*



# 2024 Virginia General Assembly Staff Orientation



*The Duty To Protect. An Honor To Serve.*

[www.dcp.virginia.gov](http://www.dcp.virginia.gov)



# Capitol Police

## Administration



Chief of Police  
Colonel John T. McKee



Assistant Chief of Police  
Major Chris Gleason

# THE DUTY TO PROTECT. AN HONOR TO SERVE.

## MISSION

TO PROVIDE PROGRESSIVE LAW ENFORCEMENT AND SECURITY SERVICES TO VIRGINIA'S GOVERNMENT OFFICIALS, EMPLOYEES, CITIZENS OF THE COMMONWEALTH AND ITS VISITORS.

## VISION

LEADING THE NATION SINCE 1618 IN SECURING, PROTECTING AND SERVING THE SEAT OF GOVERNMENT AND ITS PEOPLE.

## VALUES

### DEVOTION

- ❶ TAKE PRIDE IN OURSELVES AND DCP'S MISSION
- ❷ RESPONSIBLE AND ACCOUNTABLE FOR OUR ACTIONS AND OUR WORK
- ❸ SHOW INITIATIVE, WORK HARD AND ALWAYS EXCEED EXPECTATIONS

### CHARACTER

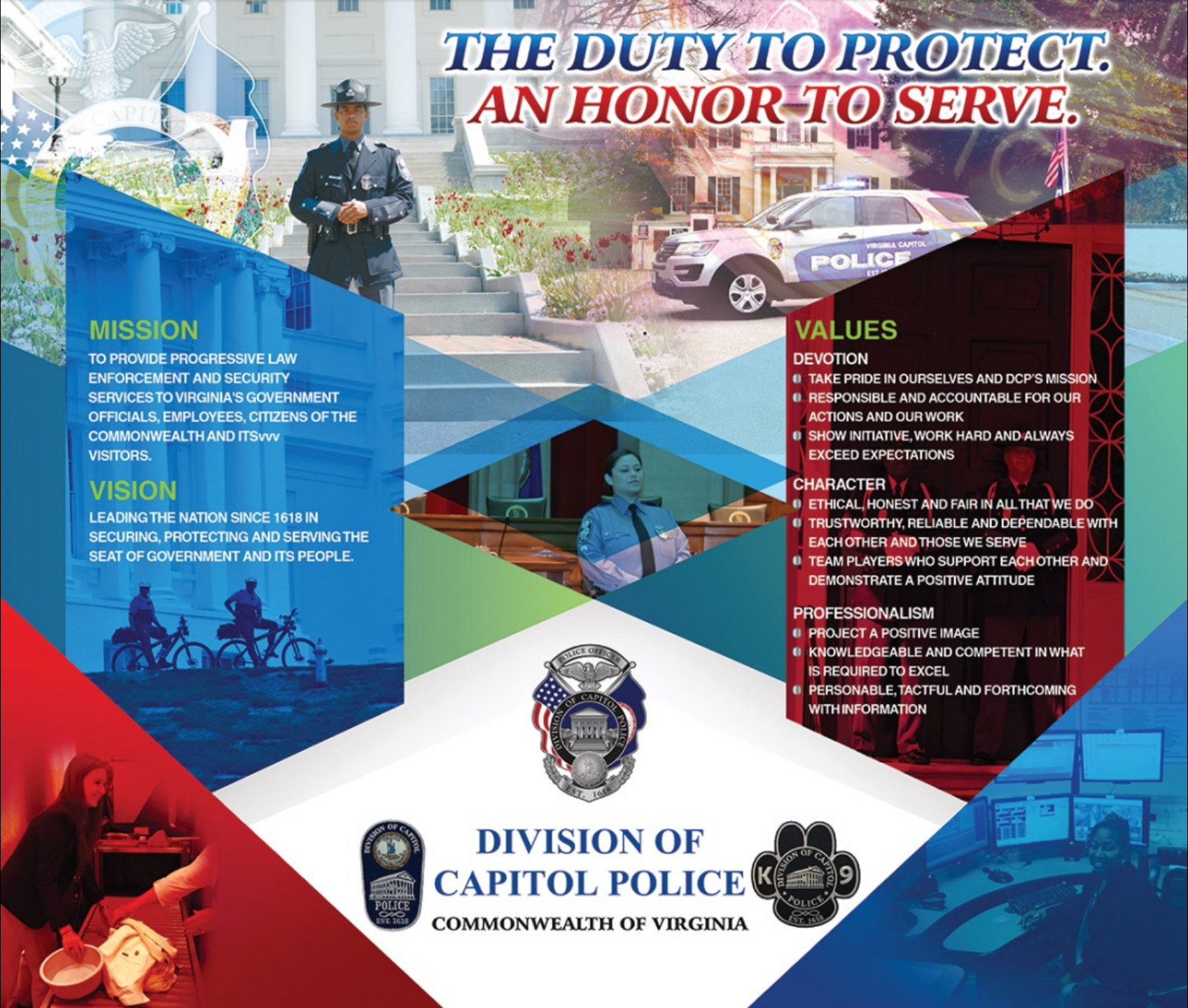
- ❶ ETHICAL, HONEST AND FAIR IN ALL THAT WE DO
- ❷ TRUSTWORTHY, RELIABLE AND DEPENDABLE WITH EACH OTHER AND THOSE WE SERVE
- ❸ TEAM PLAYERS WHO SUPPORT EACH OTHER AND DEMONSTRATE A POSITIVE ATTITUDE

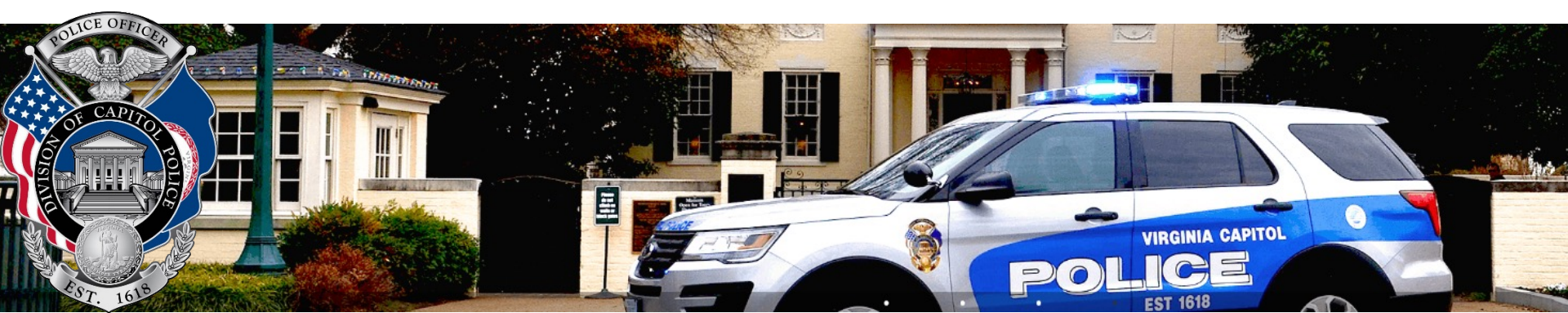
### PROFESSIONALISM

- ❶ PROJECT A POSITIVE IMAGE
- ❷ KNOWLEDGEABLE AND COMPETENT IN WHAT IS REQUIRED TO EXCEL
- ❸ PERSONABLE, TACTFUL AND FORTHCOMING WITH INFORMATION



**DIVISION OF  
CAPITOL POLICE**  
COMMONWEALTH OF VIRGINIA





# Division Responsibilities

- **Full Service Law Enforcement Agency**
  - Provides Law Enforcement and Security Services to multiple state agencies.
  - Investigative services
  - Crime Prevention services
    - Safety presentations
    - Security assessments
- **Dignitary Protection**
  - Legislative
  - Judicial
  - Executive



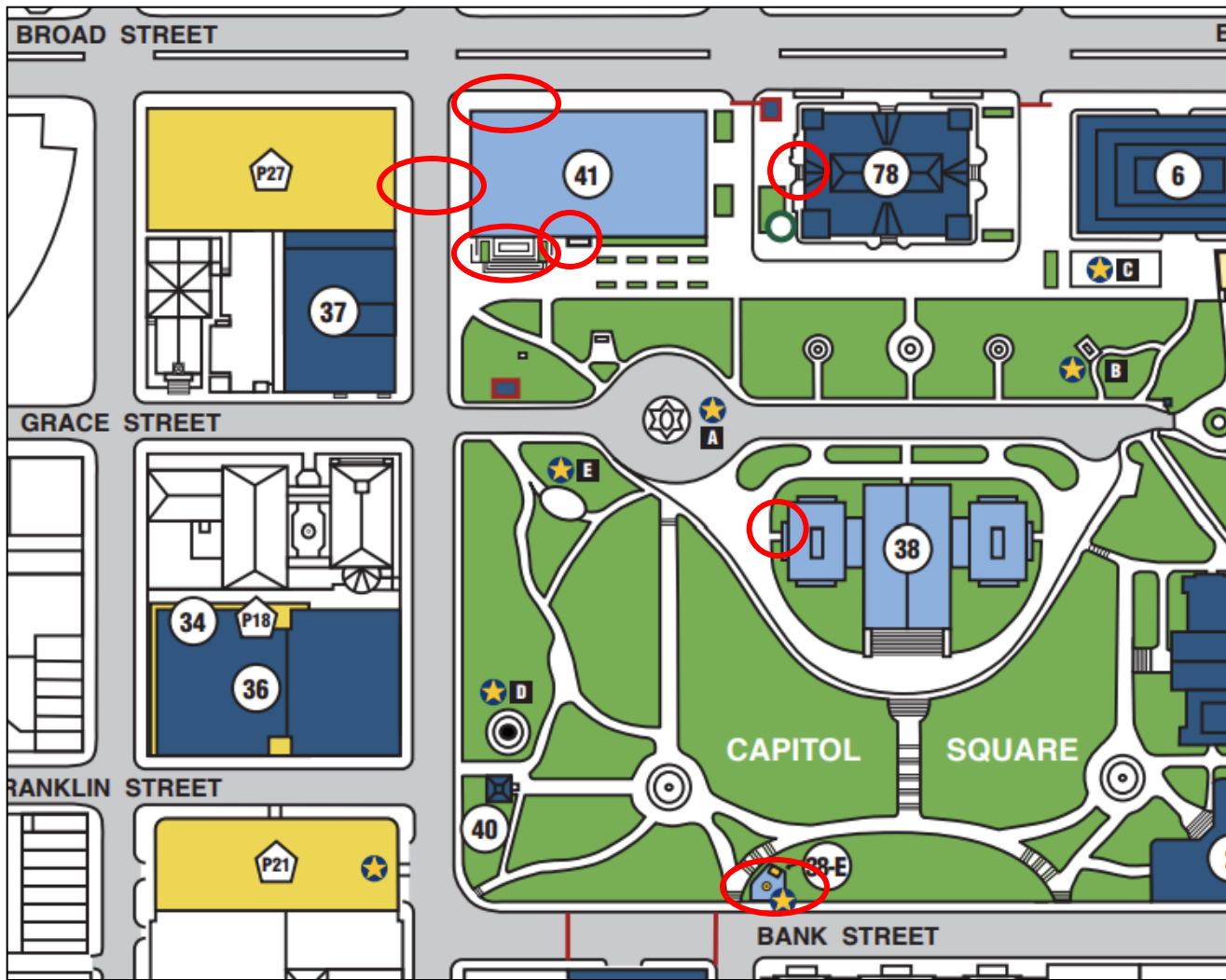
# Building Access





# General Assembly Building and Capitol Building

- Please identify yourself to the Capitol Police officer or security staff when entering
- Please wear or display your identification when entering
- You will **not** be required to go through the metal detectors or have your packages x-rayed
- It is **strongly** recommended that you sign-in after regular business hours.





# Bank Street Entrance

- **General public**
- **Tour groups**
- **School groups**
- **The Capitol building is open to visitors Monday through Saturday 8 a.m. to 5:00 p.m. and on Sundays from 1:00 p.m. to 5:00 p.m.**
- **The Capitol will be open earlier during session and remain open until last meeting has ended**







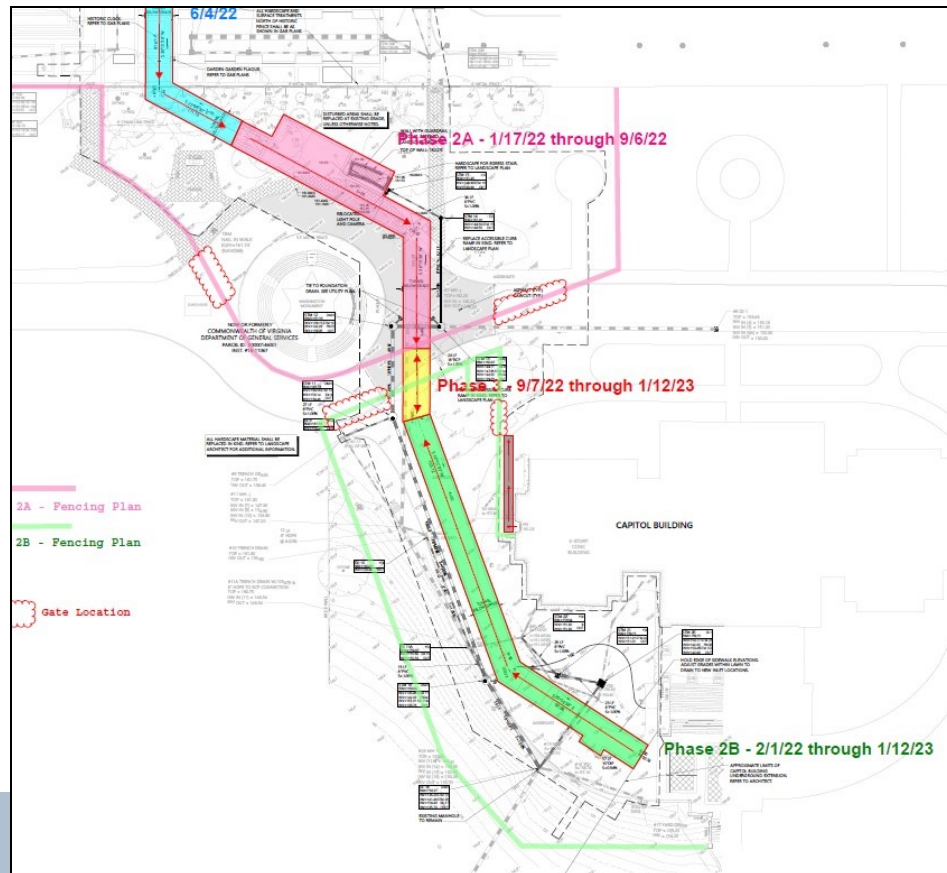
# West Entrance

- **Members and Staff**
- **State employees**
- **Media (Valid press credential)**
- **Pages**
- **Special needs**
- **Staffed 7 am to 5 pm or until the conclusion of daily session**





# Capitol Tunnel to GAB





# General Assembly Building Darden Garden side

## Credentialed Individuals

Delegates, Senators, staff,  
legislative aides and Lobbyists

- Access Card Controlled
- Unlocked normal working hours
- Speed Lane- requires Black or Silver Sticker





# General Assembly Building Darden Garden side

## Member & Staff Entrance

Delegates, Senators, House and Senate staff, Senate and House Finance & Appropriations Committee, and DLS

Access Card Controlled & Requires Silver Sticker.





# General Assembly Building Broad Street side

## General Public

- Access Card Controlled
- Unlocked normal working hours and after hours for scheduled public meetings (8:00am-5:00pm)
- Screening is required for entry





# General Assembly Building Parking Deck Tunnel Access

## Member & Staff Entrance

**Delegates, Senators, House and  
Senate staff, Senate and  
House Finance &  
Appropriations Committee,  
and DLS**

## Parking Deck

- Parking**
  - Oversized/Compact Parking**
  - Electric Vehicles**
- Cross-walks**
- Legislative Bill Room**
- Commissions**
- Mailroom**



# Old City Hall Access

**West side of building is main entrance**

**Occupants Include:**

- **Capitol Police**
- **DLAS**
- **250 Commission**
- **Capitol Foundation**

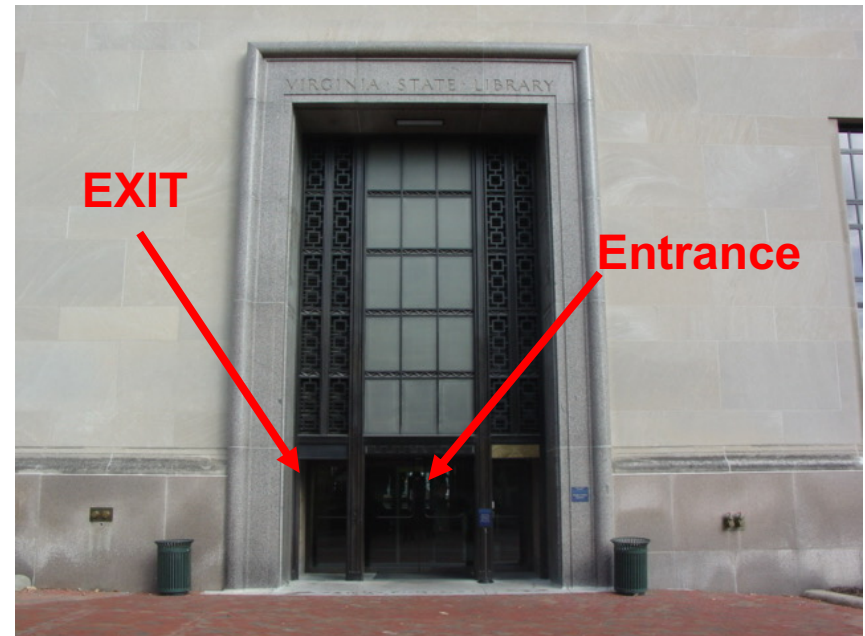




# Patrick Henry Building Access

Darden Garden doors will be unlocked during normal working hours and after hours when meetings are scheduled. They will operate as follows:

- Darden Garden Doors will be staffed from 7am until 11p.m.
- Access Card Equipped.
- Broad Street Doors will be accessible by access card.



Darden Garden Doors  
(South side of the PHB)





# Division of Capitol Police Safety Shuttle

The Division of Capitol Police provides a safety shuttle between the hours of 5:30 p.m. and 11:00 p.m., Monday through Friday during the General Assembly Session. Other service periods or locations may be available, upon request. 804-786-4357 (HELP)



# Emergencies & Evacuations

## OCCUPANT EMERGENCY ACTION PLAN (OEAP)



**STATE CAPITOL  
BUILDING**  
1000 BANK STREET

**\*\*EMERGENCY CONTACT NUMBERS\*\***  
CAPITOL POLICE ..... 804-786-4357 (HELP)

-FEBRUARY 2023-

- Fire
- Earthquake
- Tornado
- Bomb Threats
- Active Shooter
- Suspicious Packages
- Civil Disorder
- Severe Weather

**Not for Public  
Dissemination**

## OCCUPANT EMERGENCY ACTION PLAN (OEAP)



**GENERAL ASSEMBLY  
BUILDING**  
201 NORTH NINTH STREET

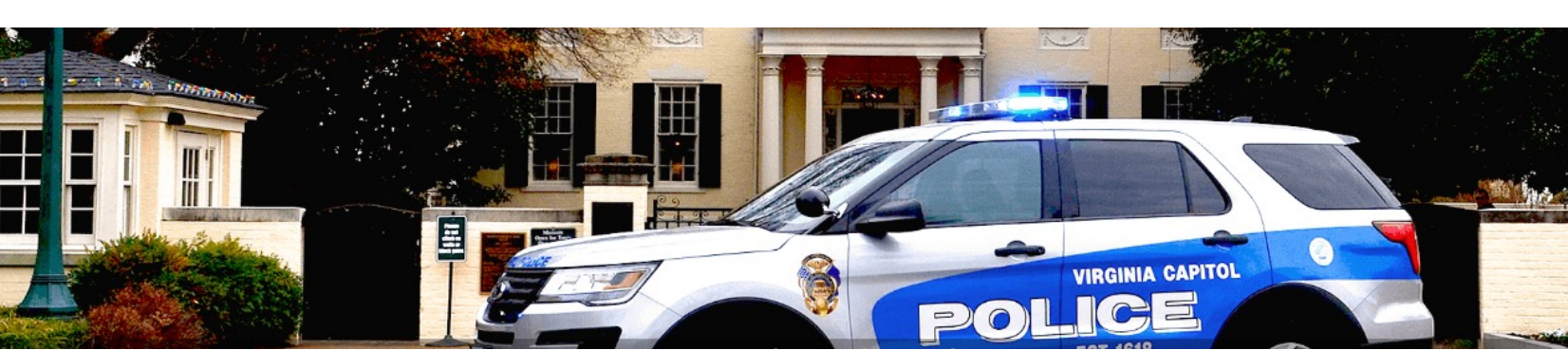
**\*\*EMERGENCY CONTACT INFORMATION\*\***  
CAPITOL POLICE ..... 804-786-4357 (HELP)

-OCTOBER 2023-

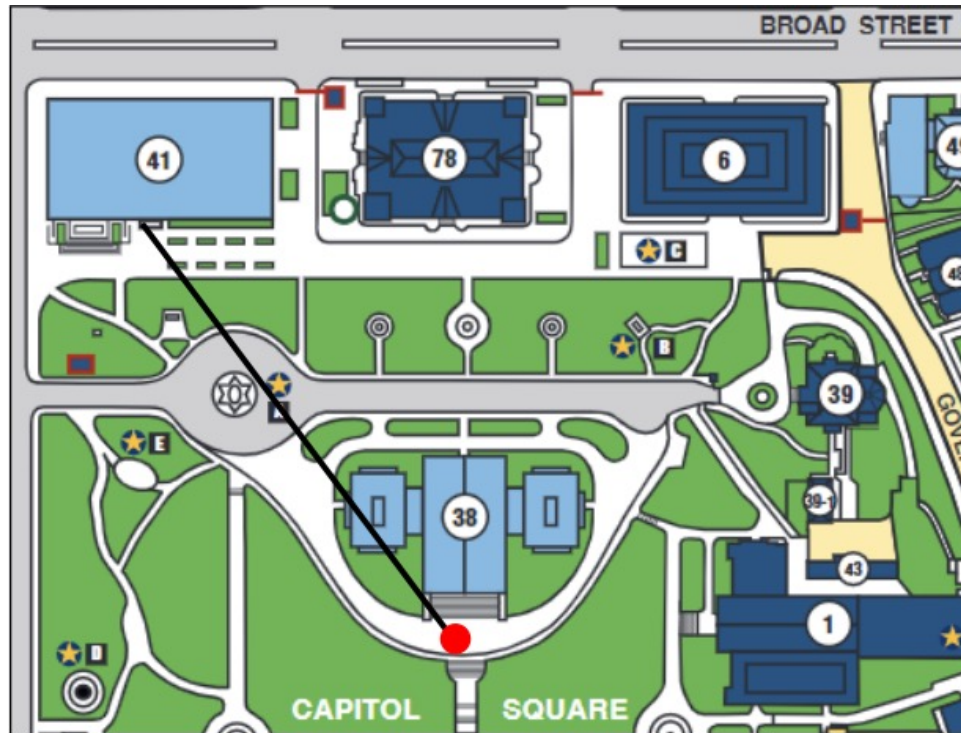


# Emergency Evacuations

- You should **immediately** evacuate
- Familiarize yourself with the evacuation plans
- When the fire alarm sounds, please refrain from calling the Capitol Police
- **Unless otherwise directed, evacuate to the DESIGNATED EVACUATION POINT**



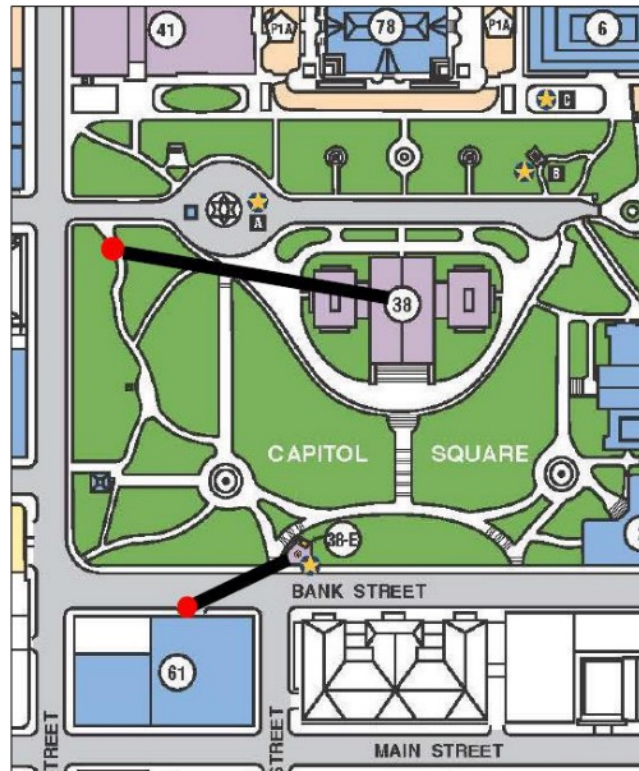
# Evacuation Destinations General Assembly Building



Respond to the Southside of the Capitol



# Evacuation Destinations State Capitol & Extension





# Emergency Incidents

- Report all emergencies to the Capitol Police Communications Center at **786-4357 (HELP)**
- After calling the Capitol Police notify the appropriate Clerk's Office as soon as it is safe to do so.



# Emergency Incidents

- **Suspicious Persons**

- Trust your instincts
- Capitol Police handout

- **Threats**

- #1 Rule - Take all threats SERIOUSLY.
- See handout for guidelines on how to handle threats received over the telephone, mail, and e-mail.

- **SERIOUS Medical Calls**


- Call **911** first, then Capitol Police and your respective Clerk's office.
- DCP will respond whenever possible.



## • Handling Critical Incidents

## • Handling Suspicious Packages

## • Threatening Communications

Handling Critical Incidents	
<p><b>Critical Incidents</b></p> <p>Violent incidents, including but not limited to, acts of terrorism, active shooters, assaults, or other incidents of workplace violence, can occur in the Capitol District or in close proximity with little or no warning. An "active shooter" is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.</p>	<p><b>Unsecured Areas:</b></p> <ul style="list-style-type: none"> <li>If you find yourself in an open area, immediately seek protection.</li> <li>Put something between you and the assailant.</li> <li>Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.</li> <li>If in doubt, find the safest area available and secure it the best way that you can.</li> </ul>
<p><b>Secure the Immediate Areas:</b></p> <ul style="list-style-type: none"> <li>Lock or barricade the door, if able. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.</li> <li>After securing the door, stay behind solid objects away from the door as much as possible.</li> <li>If the assailant enters your room and leaves, lock or barricade the door behind them.</li> <li>If safe to do so, allow others to seek refuge with you.</li> </ul>	<p>CALL 786-HELP (4357) then 9-911. Critical incident emergency situations should be reported to law enforcement immediately or as soon as possible when it becomes safe to do so. Be prepared to give the following information:</p> <ul style="list-style-type: none"> <li>What is happening?</li> <li>Where you are located, including building name, floor and room number.</li> <li>Number of people at your specific location.</li> <li>Injuries, if any, number of those injured and types of injuries.</li> <li>Other information as requested.</li> <li>Try to provide information in a calm, clear manner so that the dispatcher can quickly relay your information to responding emergency personnel.</li> </ul>
<p><b>Protective Actions. Take appropriate steps to reduce your vulnerability:</b></p> <ul style="list-style-type: none"> <li>Close blinds.</li> <li>Close windows.</li> <li>Turn off radios and computer monitors.</li> <li>Silence cell phones.</li> <li>Place signs in exterior windows to identify your location and the location of injured persons.</li> <li>Keep people calm and quiet.</li> <li>After securing the room, people should be positioned out of sight and behind items that might offer additional protection: walls, desks, file cabinets, bookshelves, etc.</li> </ul>	

Handling Suspicious Packages	
<p><b>Things You May Encounter in the Mail</b></p> <ul style="list-style-type: none"> <li>Legitimate packages</li> <li>Harmless pranks</li> <li>Pointed or edged items</li> <li>Biohazards</li> <li>Chemicals</li> <li>Explosives</li> </ul>	<p><b>If You Receive a Suspicious Package</b></p> <ul style="list-style-type: none"> <li>Don't shake or bump it (handle with care).</li> <li>Don't open, smell, touch, or taste it.</li> <li>Treat it as suspect – notify your supervisor and call the police immediately.</li> <li>Attempt to check the validity of the package through the return address.</li> <li>Isolate the package immediately by placing it in a sealable container (i.e., garbage bag).</li> <li>Carefully remove rubber gloves (if worn) and place them in the same container before sealing it.</li> <li>Evacuate the immediate area, including yourself.</li> <li>Ensure that all persons who have handled the package immediately wash their hands with soap and water.</li> </ul>
<p><b>What Makes a Package Suspicious?</b></p> <ul style="list-style-type: none"> <li>Type of mail: Foreign, Priority, Special Delivery (and not expected).</li> <li>Restrictive endorsements: Confidential, Personal, To Be Opened by Addressee Only.</li> <li>Visual discrepancies: Fragile, Rush, Handle with care.</li> <li>Excessive postage: (usually stamps).</li> <li>Fictitious or no return address.</li> <li>Show a city or state postmark that doesn't match the return address.</li> <li>Poorly typed or handwritten addresses.</li> <li>Incorrect titles or titles with no names.</li> <li>Mispellings of common words.</li> <li>Oily stains or discolorations.</li> <li>Sticky or adhesive substances.</li> <li>Excessive or uneven weight distribution.</li> <li>Excessive binding material: Masking, electrical, or strapping tape, string, or twine.</li> <li>Rigid, liquided, or uneven envelope.</li> <li>Makes a sandy noise or any other noise when moved.</li> <li>Strange odor or chemical smell.</li> <li>CrySTALLIZATION on wrapper.</li> <li>Powdery substance on or leaking from the package.</li> <li>Non-English writing.</li> <li>Leaking any type of fluid.</li> <li>Protruding wires, screws, or other metal parts.</li> <li>Anything "out of the ordinary" about the item.</li> </ul>	<p><b>What Should I do if I Receive Mail That Appears to be Contaminated?</b></p> <ul style="list-style-type: none"> <li>Do not handle the mail or package suspected of contamination.</li> <li>Do not attempt to clean up any spilled contents.</li> <li>Make sure the envelope or package is isolated and the immediate area evacuated.</li> <li>Ensure that all persons who have touched the package or envelope wash their hands, face, and arms with soap and water immediately.</li> <li>Notify your supervisor and call the police immediately.</li> <li>Make a list of all persons who have touched the envelope or package and their contact information as soon as possible. Provide this information to the emergency responders upon their arrival. As soon as practical, shower with soap and water. If you fear that you have been exposed to a hazardous substance, you may go to a local hospital emergency room and advise them that you may have been exposed to a hazardous material. If you think you have been exposed to Anthrax, seek medical attention immediately.</li> <li>Contact the Center for Disease Control Emergency Response Center at 770-488-7100 for answers to any questions.</li> </ul>
<p>Notify the police immediately of suspicious packages, persons, or incidents. Division of Capitol Police Emergency Numbers 786-HELP (4357) www.dcp.virginia.gov</p>	

This information is intended to be a guide for state employees. It was compiled from guidelines published by the Centers for Disease Control, the U.S. Post Office, and the Virginia Division of Consolidated Laboratory Services.

Division of Capitol Police Threatening Communication	
<p><b>#1 Rule</b></p> <p>Take All Threats Seriously</p>	<p><b>Threatening Telephone Calls</b></p> <p>Tips for handling threats received over the telephone:</p> <ul style="list-style-type: none"> <li>Stay calm.</li> <li>Keep the person on the phone as long as possible.</li> <li>Write down the information word for word on the Bomb Threat Checklist (It can be used for any type of threat).</li> <li>If you don't understand what the caller means, then ask for clarification.</li> <li>If you have caller I.D. on your telephone, write down the caller's phone number.</li> <li>Ask the caller to give details (location of bomb, detonation time, etc.).</li> </ul> <p>Note anything that might be significant about the caller's voice (male/female, accent, etc.).</p> <ul style="list-style-type: none"> <li>If the voice sounds familiar, note who it sounds like.</li> <li>Pay attention to any background noises you might hear on the telephone (street sounds, public address systems, etc.).</li> <li>Ask the caller their name, location, and telephone number. (Oddly enough, there have been cases where the correct name and address have been given).</li> <li>Have someone notify police IMMEDIATELY.</li> <li>Do NOT use the telephone after receiving the call until you have been authorized to do so by police.</li> </ul>
<p><b>Examples of Common Types of Threats</b></p> <p>Direct:</p> <ul style="list-style-type: none"> <li>"I'm going to burn this place down".</li> </ul> <p>Conditional:</p> <ul style="list-style-type: none"> <li>"If I have to come down there to straighten this out, somebody is going to get hurt".</li> </ul> <p>Veiled:</p> <ul style="list-style-type: none"> <li>"You'll be sorry you said that".</li> </ul>	<p><b>What You Should Not Do</b></p> <ul style="list-style-type: none"> <li>Do not pull the fire alarm pull station.</li> <li>Do not panic and encourage others not to panic.</li> <li>Do not touch or allow others to touch any suspicious packages.</li> <li>Do not make any general announcements without approval.</li> </ul>
<p><b>Know your emergency contact numbers and keep them posted in your workplace.</b></p> <p>For the Division of Capitol Police call 786-HELP (4357)</p> <p>Visit us at www.dcp.virginia.gov</p>	<p><b>Other Threatening Communication</b></p> <ul style="list-style-type: none"> <li>Handle all letter threats as little as possible.</li> <li>Do not throw away the envelope.</li> <li>Do not erase an email threat from your computer, even if you don't think it is intended for you.</li> <li>Immediately report the threatening communication to the police.</li> </ul>





# Bomb Threat Checklist

# Suspicious Person in the Workplace

# Street Sense

**DIVISION OF CAPITOL POLICE**  
BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER. IF POSSIBLE, NOTIFY SUPERVISOR OR CAPITOL POLICE WHILE CALLER IS ON THE LINE.

Name of Operator		Time	Date
Number at which call was received			
Caller's Identity:			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Adult <input type="checkbox"/>	Juvenile <input type="checkbox"/>
Approximate Age			
Origin of Call:			
Local <input type="checkbox"/>	Long Distance <input type="checkbox"/>	Booth <input type="checkbox"/>	Internal <input type="checkbox"/>
VOICE CHARACTERISTICS:		LANGUAGE:	MANNER:
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Excellent	<input type="checkbox"/> Calm
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Good	<input type="checkbox"/> Rational
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Fair	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other:	<input type="checkbox"/> Poor	<input type="checkbox"/> Deliberate
		<input type="checkbox"/> Foul	<input type="checkbox"/> Righteous
		<input type="checkbox"/> Other:	<input type="checkbox"/> Laughing
SPEECH:		ACCENT:	BACKGROUND NOISES:
<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Local	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Not Local	<input type="checkbox"/> Bedlam
<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foreign	<input type="checkbox"/> Music
<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp	<input type="checkbox"/> Race	<input type="checkbox"/> Office Machines
		<input type="checkbox"/> Religion	<input type="checkbox"/> Voices
			<input type="checkbox"/> Mixed
			<input type="checkbox"/> Airplanes
			<input type="checkbox"/> Street Traffic
			<input type="checkbox"/> Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING.

QUESTIONS TO ASK:	WHEN WILL IT GO OFF?
	WHERE IS IT LOCATED?
	WHAT KIND OF BOMB?
	WHERE ARE YOU CALLING FROM?
	WHAT IS YOUR NAME AND ADDRESS?

**• IMMEDIATELY NOTIFY THE CAPITOL POLICE AT 786-HELP (4357).**  
**• WRITE OUT THE MESSAGE IN ITS ENTIRETY WITH ANY OTHER COMMENTS.**

**Division of Capitol Police**

## SUSPICIOUS PERSONS IN THE WORKPLACE

**What Makes a Person Suspicious?**

- You don't recognize the person as someone who should be in the building
- The individual is not wearing their employee identification.
- They may be wearing odd clothing for the season.
- The person may appear nervous.
- If challenged, they may give you vague answers with little or no eye contact.
- Their actions or inactions may be suspect:
  - Being in work areas they have no legitimate business being in.
  - Wandering
  - Not asking for assistance.

**What Should You Do If You Encounter A Suspicious Person In Your Building ?**

- If possible, let a co-worker know that you are confronting a suspicious person in the building.
- Ask the person if they need help in a non-confrontational manner.
- Be noisy - Why are they here? Who do they need to see?
- If they are looking for a person or department on the same floor, then personally escort them there.
- If they are looking for a person or department on a different floor, then:
  - Call that person or department and tell them that the visitor is being sent to their location.
  - Ask them to call you back if the visitor does not show up in a few minutes.

**Suppose That Doesn't Work ?**

- Be observant.
- Get the best physical description you can of the person and immediately write it down.
- Note their direction of travel.
- Call the police immediately to report the suspicious person. For areas outside of Capitol Police jurisdiction, your agency may advise you to call building security first.

**Division of Capitol Police**  
**Emergency Number**  
786-HELP (4357)  
Visit us at [www.dcp.virginia.gov](http://www.dcp.virginia.gov)

**Division of Capitol Police**

## Street Sense

**You Are Ultimately Responsible For Your Own Safety**

**Personal Safety Basics**

- STAY ALERT** to your surroundings.
  - Know who is around you.
  - Don't be preoccupied.
- PLAN** where you are going before you go.
  - Avoid low light areas and alleyways.
  - Stay in well populated areas.
- Use your **INSTINCTS** and **INTUITION**.
  - Intuition is reading the signals we give ourselves.
  - Intuition is always right in two ways:
    - It is always in response to something.
    - It always has your best interest at heart.
  - If you feel uneasy about a situation - avoid it!
- PROJECT** a confident image.
  - Walk with confidence (firm and steady pace).
  - Look people in the eye when you pass them.

**Street Sense Tips**

- Keep zippers and snaps closed on purses or bags.
- Hold your purse/briefcase tight and keep it close to your body - not towards your back.
- Carry your purse/briefcase towards the building side of the sidewalk and not the street side.
- The more packages you carry, the more vulnerable you are.
- If a driver stops to ask directions, avoid getting near their vehicle.
- Avoid strangers that contact you first.
- When someone tries to stop you - keep walking. Don't give them money or talk to them.
- If they are persistent, then loudly tell them to leave you alone and walk away.

**Division of Capitol Police**  
**Emergency Numbers**  
786-HELP or 786-2120  
Visit us at [www.dcp.virginia.gov](http://www.dcp.virginia.gov)



# DIVISION OF CAPITOL POLICE



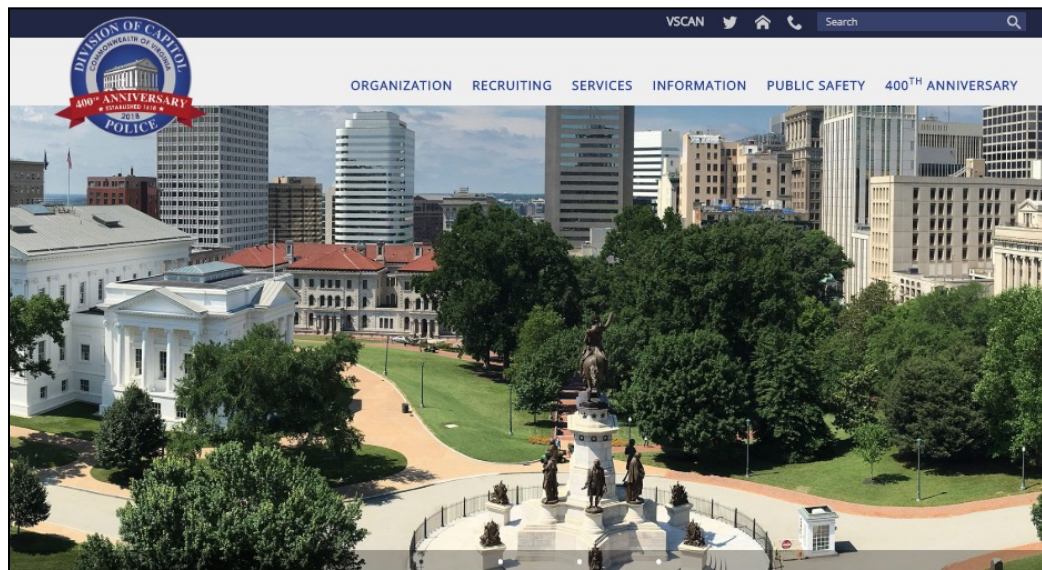
VIRGINIA STATE  
**CapitolAlert**  
NETWORK



**VIRGINIA STATE CAPITOL ALERT NETWORK (VSCAN)**  
AN EMERGENCY ALERT SYSTEM FOR THE CAPITOL DISTRICT

Division of Capitol Police

[dcp.virginia.gov](http://dcp.virginia.gov)



# Virginia Division of Capitol Police

*The Duty to Protect, an Honor to Serve.*

Whether you are a prospective Capitol Police employee, government official, state employee or visitor, we hope you will find this website useful and informative.

The Division of Capitol Police takes pride in the fact that we are the oldest police agency in the United States, dating to 1618 at Jamestown, Va., where we served as the Public Guard, a military unit of 10 men, to protect Gov. George Yeardley. Our legislative authority as Capitol police officers was granted in 1890.



Today, our division is proudly comprised of men and women who serve not only as police officers, but as ambassadors to the seat of Virginia's government.



[dcp.virginia.gov](http://dcp.virginia.gov)

**Click on VSCAN**



[Login](#) [Sign up](#) [Overview](#) [FAQs](#)

[? Help & Answers](#)

## VSCAN

### Virginia State Capitol Alert Network

When an incident or emergency occurs, authorized senders can notify you using VSCAN. This is your personal connection to updates, instructions on where to go, what to do, or what not to do, who to contact and other information. You can be notified via multiple contact methods such as email accounts (home, work, etc), cell phone, pager, or hand held device (smart phone). The following examples are just some of the types of alerts that you may receive via VSCAN that are impacting the Capitol District:

- Severe Weather
- Critical Incidents
- Fire (Structure)
- Hazmat Situations
- Evacuation or Shelter in Place Information
- **Other Important Information**

There is an App available on the iPhone and Android platforms called, [ContactBridge](#), we encourage you to download this application as it offers many options such as sending photos, messages, and geographical details in addition it allows communication under adverse network conditions.

Please sign in below or click on Sign Up to create a new user account. Read FAQs for more information. Click here to return to the [Division of Capitol Police Site](#).

#### Login to your account


**Username** [Forgot username](#)

**Password** [Forgot password](#)

Keep me signed in (Uncheck if on a shared computer)

[Login](#)

Don't have an account? [Sign up](#)





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← **Va Capitol Police**  
2,672 posts

**Va Capitol Police**  
@VaCapitolPolice Follows you

The Virginia Division of Capitol Police provides progressive law enforcement and security to Virginia's government officials, employees, citizens and visitors.

Richmond, VA [dcp.virginia.gov](https://dcp.virginia.gov) Born January 1  
Joined October 2017

690 Following 3,765 Followers

Followed by [jpike21](#), [Capitol Square VA](#), and 78 others you follow

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## What's happening



# Questions

Colonel John T. McKee  
Division of Capitol Police  
[jmckee@dcp.virginia.gov](mailto:jmckee@dcp.virginia.gov)  
804-786-5035 (O)  
804-641-7894 (C)

**Report All Criminal & Suspicious Activity to the Division of Capitol Police**

**786- 4357 (HELP)**