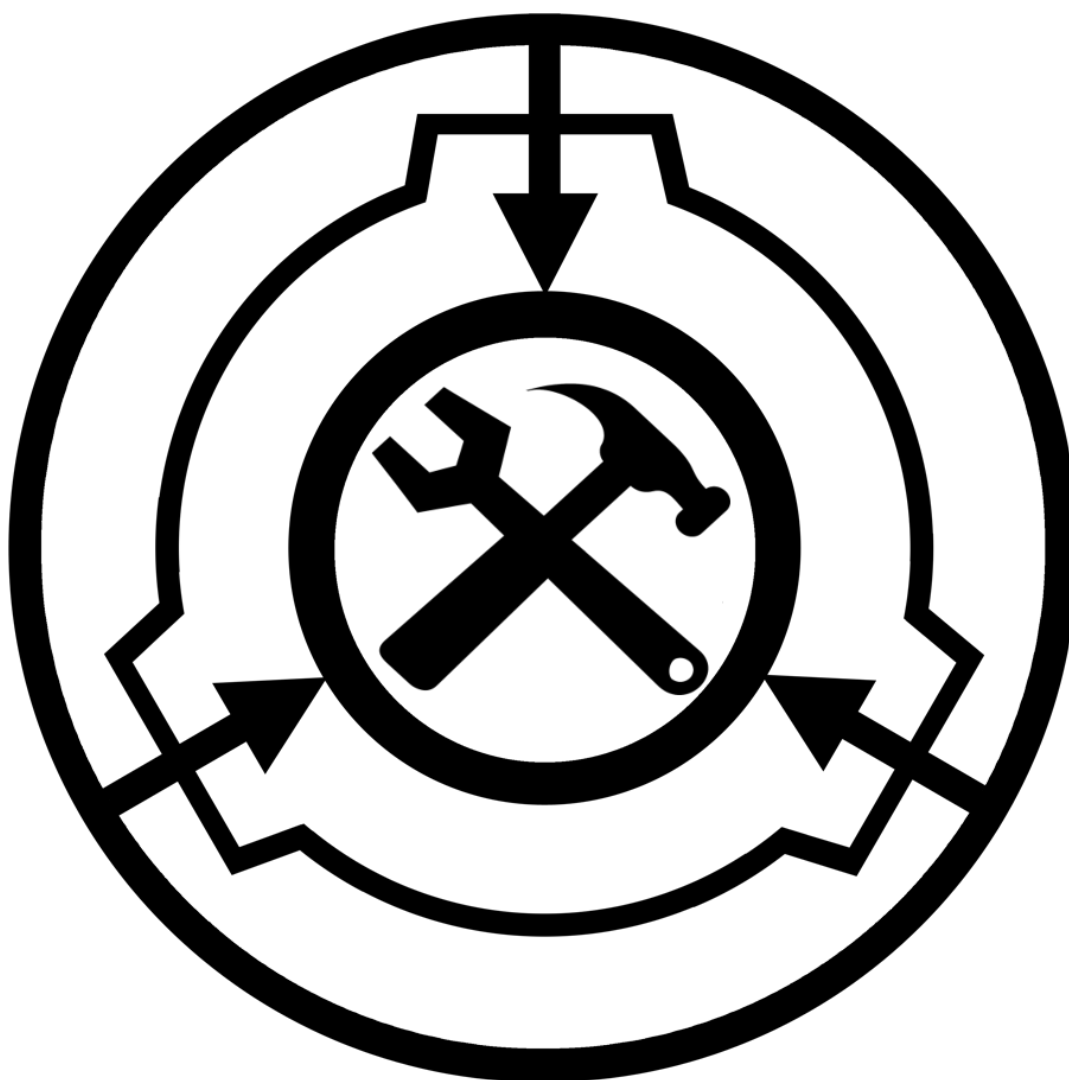


## Engineering and Technical Service Department



## Department Policies



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**Clearance Levels:** 1/S65/E&TS. 3.  
**Date:** 2024-02-07

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# 1 Context

## 1.1 Introduction

This document lays out the purpose, duties, and guidelines for the Engineering and Technical Service Department. All department personnel must be familiar with it and keep up to date with the latest changes. These policies will be enforced by department and site leadership, along with the Department of Internal Affairs.

## 1.2 Policy Changes

If you wish to make changes to this document and its policies, please contact a director of the department.

All policy changes must be approved by both department directors, a majority of the division chiefs, and Site Administration.



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## 2 Department Role

### 2.1 Purpose

E&TS serves a key role in the running of Site-65. It is our duty to keep all site systems running smoothly, and to complete maintenance and engineering tasks that contribute towards this, along with changes or expansion to the site.

### 2.2 Duties

This department is responsible for many duties that fulfil our core purpose. These include, but are not limited to, the following:

- Maintenance and improvement of on-site systems and machinery
- Maintenance and improvement of on-site power generation
- Maintenance and improvement of the SCiPNet information system
- Maintenance and improvement of SCP containment mechanisms and protocols
- Expansion and improvement of the overall site

It is our responsibility to attend to these duties while working on site. Failure to actively engage in these duties would be a failure in your role, and, in serious cases, may result in a charge of Negligence 2, and/or consequences within the department.

### 2.3 Emergencies

On-site emergencies often lead to repairs being needed in various places. It is the responsibility of E&TS staff to attend to these as part of their roles. Please remember that you are non-combative and should not deliberately seek out hostiles or other active dangers.

### 2.4 Requests for Repairs

Other staff on site regularly request E&TS staff to complete repairs around the site. As part of our duties, we must respond to these requests.

If you are on duty but not currently busy, it is your responsibility to respond to these requests. Failing to do so while not actively attending to other E&TS duties can constitute a charge of Negligence 2 under the FLC, and result in consequences within the department.

Multiple requests may be received at the same time. You should prioritise responding to these as is sensible. You should also communicate with other department staff to facilitate responding to multiple requests at the same time.



## 3 Department Structure

### 3.1 Chain of Command

All E&TS personnel are beholden to the global and internal chains of command. This includes both of the two chains of command described below, plus the chain of command for any division they are a part of.

#### 3.1.1 Global Chain of Command

The global chain of command is as follows:

- [REDACTED] *Foundation Command*
- Assistants, when carrying out direct orders from Foundation Command
- Site Administration
- **Department Directors** and Chiefs | MTF Commanders
- Agency Managers | MTF Commissioned Officers (MAJ) | **Chief Engineers**
- Assistants, when not carrying out direct orders from Foundation Command
- Executive Researchers | Medical Consultants | Ambassadors | Special Agents | GSD Captains | MTF Commissioned Officers (LT + CPT)
- Internal Affairs | External Affairs
- MTF Operative (PVT - CSG) | **Senior Engineer**
- **Any other personnel**

#### 3.1.2 Department Chain of Command

In addition to the global chain of command, you should follow our direct chain of command:

- Department Director
- Deputy Director
- Chief Engineers
- Senior Engineers
- Established Engineers
- Reserve Engineers | Junior Engineers

Note that Junior Engineers hold no authority over Reserve Engineers. Here, Reserve Engineers refers to any registered Reserve Engineers, plus any non-registered engineers and technicians on site.



## 3.2 Roles

Within the department, we currently have several roles, with differing clearance levels, authority, and responsibilities. The overall chain of command for these is laid out in section 3.1, but the specifics for these roles are laid out here.

### 3.2.1 Department Directors

The director and deputy director are responsible for maintaining and improving the department overall. While the director has more authority than the deputy, they both combined have authority over the rest of the department, including setting policies, restructuring the department, and managing all department personnel.

The department directors both have a clearance level of 4.

### 3.2.2 Chief Engineers

The chief engineers are each responsible for their own division of E&TS. They serve a similar role to the department directors, just over their individual divisions. They have authority over the policies and personnel of their divisions, though this can be overridden by the department directors where necessary. They can issue punishments, such as strikes, to personnel within their division.

The chief engineers all have a clearance level of 4.

### 3.2.3 Senior Engineers

Senior engineers are trusted, senior members of the department. They have situational authority over lower rank engineers, and are trusted to lead higher-level engineering tasks.

Senior engineers are eligible for promotion to Chief Engineer of their division, as long as they are also a senior within that division.

Senior engineers all have a clearance level of 3.

### 3.2.4 Established Engineers

Established engineers are engineers that have passed their trial period, and are relatively trusted personnel. They are trusted to independently take part in higher-level engineering tasks.

Established engineers all have a clearance level of 2.



### 3.2.5 Junior Engineers

Junior engineers are engineers that have not yet passed their trial period, and are being actively supervised and taught by senior engineers and above. They may independently take part in various engineering tasks when necessary, but higher-level tasks should be supervised to provide guidance and ensure quality of work.

Junior engineers have a clearance level of either 1 or 2, depending on their job title. IT Technicians and Engineers have a clearance level of 1, while Technical Experts have a clearance level of 2.



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## 3.3 Divisions

Within E&TS, we currently have three divisions that staff can (optionally) join. These divisions have differing clearance levels, internal chains of command, purposes and duties.

Where a division role provides a higher clearance level for anything, this takes precedence over the base clearance level provided by their departmental role. So, for example, if a Containment Engineering role provides a clearance of 3/S65/SCPs, but the same person is only an Established Engineer within the department (CL2), they would have a clearance level of [2. 3/S65/SCPs.].

### 3.3.1 Site Maintenance

This division is responsible for maintaining good practices and procedures around overall site maintenance. They are also responsible for *coordinating* site maintenance, especially large-scale operations such as shortly after a breach or power outage.

Division staff have increased authority over site maintenance operations, so that they can coordinate wide-scale operations with the authority to back them up. Staff with roles within this division have authority over equal departmental roles when organising site maintenance tasks. For example, an Established Engineer of Site Maintenance would have authority over all Established Engineers within the rest of the department that are engaging in such operations.

See their division policies document here [CLEARANCE: 1/S65/E&TS, 3.].

### 3.3.2 Containment Engineering

This division is responsible for maintaining and improving SCP containment mechanisms and procedures, working with the Research Department and MTF Epsilon-11 in this task.

Their role means that they have increased clearance over on-site SCPs, including both knowledge and access. Specifics on this are given in their division policies document.

See their division policies document here [CLEARANCE: 1/S65/E&TS, 3.]. Higher clearance level versions are available here [CLEARANCE: 2/S65/E&TS/CE, 3.], here [CLEARANCE: 3/S65/E&TS/CE, 3.] and here [CLEARANCE: 4/S65/E&TS/CE, 4.].





## 4 Documentation

The department maintains various documentation on both its own internal policies, procedures, structure and incidents, along with reports and procedures around various engineering tasks. This section describes the policies for how such documents must be maintained.

### 4.1 Formatting and Styling

All new documentation should follow the templates provided in SCiPNet - any submitted for review should be rejected if it does not. Any important documentation older than the most recent template should be updated to follow it, if the template has any significant changes.

### 4.2 Classification

All documents should have a clearance level, or multiple, specified - this should include at least one base clearance level (i.e. non-specific like “2” or “5”, not more specific ones like “1/S65/E&TS”). Any form that a document is stored in should make it clear what clearance levels are authorised to access it.

Documents must not be uploaded to SCiPNet without a clearance level assigned, as none of our documents are appropriate for the public. The clearance it should be uploaded under should be the base clearance level, as described above, not any other clearance level; if you are not high enough clearance to upload for that clearance level, ask a colleague who is to deal with this.

### 4.3 Storage and Access

Any departmental documents should be uploaded to the appropriate directory in SCiPNet, usually a subdirectory of `site_65/departments/engineering/`.

### 4.4 Document Maintenance

Any important documents, including any active policies, procedures, and personnel files, should be kept up to date by the person responsible for that specific file. Chief Engineers and above are also responsible for ensuring that *all* documents under their oversight are kept up to date - this means ordering those under their leadership to keep their documents up to date, and personally doing the work themselves.

### 4.5 Central Documentation

The two central documents that provide the overview, structure, and guidance for the overall department are this document, and [the departmental roster](#) [CLEARANCE: 1/S65/E&TS, 3].



## 5 Authorisation

### 5.1 Clearance

Your position within the department, and your division, affects your clearance level. Higher roles usually involve higher clearance.

Clearance levels within the department may also be more specific. For example, Containment Engineers are often given heightened clearance over access to, and knowledge of, on-site SCPs. Whereas base clearance levels are usually noted in formats such as “CL3” or “3”, more specific clearance levels are noted in ways such as “3/S65/SCPs”. That specific clearance is over Site-65 SCPs, and is clearance level 3 for that - so they have knowledge of and access to CL3 SCPs.

Clearance level notation may be confusing at times, though it is usually *somewhat* intuitive. If you are unsure about what a clearance level means, ask fellow personnel - ideally a superior within the department.

### 5.2 Identification

E&TS is currently undergoing restructuring. As a result, identification cards may not provide your proper title, division, or clearance levels. As a temporary measure, the E&TS department itself issues an additional identification card. This includes more specific details about your role and clearance levels within the department.

#### **[ANOMALOUS CORRUPTION DETECTED. CONTACT PATAPHYSICS DEPARTMENT.]**

This section is out-of-character.

To present your E&TS ID, use /me. The format is as follows:

/me presents E&TS ID. Role: <Department Role>. Division: <Division Name> [<Division Shorthand Role>]. Clearance: <List of Clearance Levels>.

For example, your ID might be something like:

/me presents E&TS ID. Role: Senior Engineer. Division: Containment Engineering [Senior]. Clearance: 4/S65/SCPs; 3.

#### **[CORRUPTION NEGATED. IGNORE PREVIOUS SECTION - POSSIBLY COGNITHAZARDOUS.]**

E&TS ID provides more details about your identity and clearance, but is not a substitute for your standard ID card - it cannot be used for ID checks, only standard Foundation ID can be used, alongside approved alternatives (e.g. Site Affairs for Internal Affairs personnel). It does, however, provide proof of things like your true clearance level.



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## 5.3 Equipment

By default, E&TS personnel have permission to carry any of the equipment laid out in this section, and to utilise that equipment for any purpose that aligns with their duty. Personnel always have permission to possess their standard equipment.

Any other equipment that isn't listed here may be equipped and used with permission from Senior Engineer+, with valid reason. Permission may also be granted by MTF NCO+. Personnel may also be granted equipment access based on their division - see the individual divisions' policy documents linked to in section 3.3.

### 5.3.1 Dispensers

From a dispenser, E&TS staff may possess and use the following equipment - **bold** equipment is highly recommended:

- Bandage
- Briefcase
  - May only be carried if handling documents for valid reason
- **Field Kit**
- Gas Mask
  - May only be equipped when necessary, to avoid confusion on identity
- Hazmat Suit
  - May only be equipped when necessary, to avoid confusion on identity
- **Helmet Camera**
- Kant Counter
  - May only be used for containment engineering work, unless requested by MTF/security personnel to help them identify intruders. You are not to undertake security tasks on your own.
- Satchel
  - May only be carried if handling documents for valid reason
- Scranton Reality Anchor
  - May only be used for containment engineering work - E&TS staff are not qualified to combat reality benders



### 5.3.2 Armouries

Out of the on-site armouries, E&TS personnel are permitted to acquire and use the following equipment:

- First Aid Kit
- SCRAMBLE Headset
  - May only be used in the event of a cognitohazard breach on site
- Quadtube Pro (Night Vision Goggles)
  - May be equipped at any time, as standard equipment

Remember: if you are below CL3, you must gain permission from CL3 personnel to enter an on-site armoury in the first place - not doing so would be trespassing. If no such personnel are present, ask on comms for permission.

Chief Engineers and above are also allowed to take any pistol from the armoury for self-defense.

### 5.3.3 Weapons

By default, E&TS personnel are only permitted to carry handguns or knives on their person. These can only be used for self-defense, and should never be in your hand unless you believe you are in danger.

Given section 5.3.2, you are not permitted to take weaponry from on-site armouries (below Chief Engineer). Any weapons that you carry must be weapons that you own. See the armourer in Security Sector to discuss purchasing weaponry that you may carry on site.



## 5.4 Zone Access

E&TS staff sometimes need to, or are requested to, enter areas of the site that require higher clearance levels than their own. This is necessary for maintenance and engineering work to take place in these areas, but this also places a high level of responsibility on us to act carefully, avoid learning information outside of our clearance level, and report potential info-breaches that result from this access.

Depending on the areas accessed, and the information learned as a result, members of E&TS are commonly amnesticated using Class A amnestics following work in high clearance level areas. This is usually the case with any area that is two or more clearance levels higher than your own, with an exception usually being made for the interior of site electrical centres which, although CL4 to access, are primarily the responsibility of our department. If an authorised member of site staff makes a reasonable attempt to amnesticate you, you are to comply with their requests and orders so this can be done quickly and correctly, and you can continue with your day.

If you believe you have been, or will be, wrongly amnesticated, or have learned information that you believe is of concern, such as a breach of FLC, an ethical issue, or a security concern, then please report this to an appropriate authority, such as the Department of Internal Affairs, or the Internal Security Department. When doing so, be careful to only share such information with staff of an appropriate clearance for the information involved, and remember that you may be amnesticated following this due to the information involved.

If you believe you have learned information that you are not cleared to know as a result of your zone access privileges, please contact an appropriate member of site staff for amnestication, such as a member of a Mobile Task Force, or a licensed doctor of the Department of Medicine.

As always, the FLC still applies, and you must only enter higher clearance levels than your own when authorised and/or escorted by staff of that clearance level or higher. You must also remember to follow the Zone Jurisdiction Policy.



## 6 Document Metadata

This document is managed by the department directors.

### 6.1 Document Edits

All edits to the document must be tracked here, including the primary editor, and those that approved the change.

Department directors at the time of the edit will have their name *italicised*.

Date	Changes	Primary Editor	Approved By
2024-02-07	<ul style="list-style-type: none"> <li>Initial draft created, with sections 4 and 5 incomplete, and broken links</li> </ul>	Tech Expert Jonathan Eccleston	Draft. Unapproved.
2024-02-11	<ul style="list-style-type: none"> <li>Complete section 5 draft</li> </ul>	Tech Expert Jonathan Eccleston	Draft. Unapproved.
2024-02-24	<ul style="list-style-type: none"> <li>Allow Chief Engineer+ to retrieve pistol from armouries in 5.3.1-5.3.2</li> </ul>	Tech Expert Jonathan Eccleston	Draft. Unapproved.
2024-02-25	<ul style="list-style-type: none"> <li>Add first version of section 4</li> </ul>	Tech Expert Jonathan Eccleston	Draft. Unapproved.

