



Sheridan Police Department
Policies and Procedures
26.1
Chapter 26 – Facilities & Security
Section 1 – Police Department Access

Date: January 1, 2013
Reviewed: 5/13/2022

Signature:

Access to the police department is limited due to the sensitive nature of the work conducted and the records stored.

26.1.1 Employee Access

- A. All doors which enter the secured portion of the police department will remain locked at all times.
- B. Entry into police department facilities is controlled by keys or key cards/fobs. Employees will be issued either a photo identification key card or a fob, which allow access through specific doors. Access levels for specific doors within city facilities may be adjusted according to an employee's assignment.
- C. Key cards/fobs shall be issued and tracked by the Evidence Technician in the Administrative division.
- D. All personnel entering into the department are responsible to ensure they do not allow entrance to anyone they cannot positively identify. Special care must be taken to prevent unauthorized persons from following them into secured portions of the building.
- E. It is the responsibility of every employee entering the department to ensure that the door securely closes behind them.
- F. All personnel not in uniform will wear their photo identification key card while in the police department. It will be displayed so that it is visible from the front, at all times.

26.1.2 Non Department Employee Access

- A. Visitor access to the department will be restricted. A visitor is any non-department employee.
- B. City employees including custodial and information technology staff whose assignment involves maintaining department facilities or equipment have access through their employee ID key cards/fobs.
- C. During normal working hours it will be the responsibility of records division personnel admitting visitors to establish proper identification, determine the official need for entry, and/or make notification to the person being visited.
- D. Records personnel will determine if the visitor will be escorted or unescorted, depending on the purpose of the visit. For example:
 - 1. Persons who come to the department to meet with a police officer or detective for purposes of a criminal investigation will be escorted into and from the secured portion of the building by a member of the department.

2. Authorized maintenance personnel or vendors working in the building may be escorted or unescorted depending on the location and nature of the work. On duty supervisors may assist in this determination.
 3. Law enforcement officers visiting from another agency may be directed to the person they are visiting or escorted depending on their familiarity with the department layout.
- E. All employees are responsible for ensuring security of the department. Non-sworn personnel that observe strangers (that they do not feel comfortable approaching) should find a sworn officer or supervisor and advise them of the situation. Sworn officers who observe (or are advised by non-sworn personnel of someone whose identity or purpose is unknown, will make inquiries into the person's identity and authorization to be in the building. These encounters will be handled courteously and professionally.

26.1.3 After Hour Lobby Access

- A. After normal business hours, access through the public entrance to the lobby will be monitored and controlled by communications personnel.
- B. Communications personnel will observe and identify any person at the locked entrance before allowing access.