

Greenbelt Police Department – General Orders

	Title: Visitors to the Station		Order #: 306	
	Effective Date: May 21, 2015	Review Date: February 19, 2009		
	Original Issue: February 25, 2005	March 9, 2009		
<input type="radio"/> New <input checked="" type="radio"/> Amends <input type="radio"/> Rescinds				
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard:			Pages: 2	

01 PURPOSE: To provide guidelines for visitors in the police station in order to control the flow of people into restricted areas.

02 POLICY: The Department will ensure the safety of its employees, visitors and control the flow of people into the Police Station. The building’s inner perimeters (non-public access areas) are restricted to employees and authorized visitors. These secured areas are controlled by cypher locks. Areas within the inner perimeter that contain sensitive information are further restricted by additional layers of security (i.e. additional cypher or key locks). Visitors requesting access to controlled areas will be screened, documented, provided a visitor pass and escorted.

03 PROCEDURE: All employees will be responsible for logging visitors in and out of the station. The log, kept in the Communications Office, will contain the visitor’s name, person or section visiting, and time signed in and out along with the initials of the person completing the log. This procedure will not apply to the following:

- A. City Officials;
- B. City employees on official business;
- C. Routine vendors on the approved station entry list (UPS, FedEx, etc.);
- D. When station tours are given to groups (Boy Scouts, Girl Scouts, AWANA, etc.) the chaperones will need to sign in but not the juveniles.
- E. Law Enforcement Officers from allied agency that are in uniform or displaying credentials.
- F. When witnesses are brought into the station. Witnesses within the confines of the secure facility will be escorted and monitored by police personnel at all times. For the purpose of obtaining statements, the suggested areas include the interview room, roll call and the multipurpose room adjacent to the lobby. The following rooms are prohibited:
 - 1. Employee break room;
 - 2. Squad room;
 - 3. Patrol Division Offices.

04 ACCOUNTABILITY:

- A. The Patrol Division Commander will be responsible for ensuring that the visitors log is kept up to date.

B. In the absence of the Patrol Division Commander, the on-duty Shift Supervisor will ensure that this policy is carried out.