

## Police Building Security

### 346.1 PURPOSE AND SCOPE

This policy provides information and guidelines that will ensure maximum safety and protection for employees and visitors of the San Leandro Police Department building.

### 346.2 POLICY

Building security is the responsibility of all employees of the San Leandro Police Department. Access to the facility is controlled and the building contains areas limited to public access as well as certain restricted areas limited to authorized department employees. San Leandro Police Department employees will exercise prudent security measures when using departmental facilities and assist all personnel in limiting unauthorized access.

### 346.3 BUILDING ACCESS

[REDACTED]

- [REDACTED]
- [REDACTED]

#### 346.3.1 VISITOR GUIDELINES

- (a) All visitors will check in at the front counter in the main lobby.

■ [REDACTED]

- (c) All visitors and non-department employees shall be issued a visitor's identification badge. This badge will be worn by the visitor at all times while in the building. Visitors will return their badge when leaving the building.
- (d) All visitors to the San Leandro Police Department shall be escorted to and from their point of business. Visitors shall not be left with free access to the building without prior approval of an on-duty commander or designee. Visitor badges and usage will be monitored by the Support Services Division Manager or designee.

Exceptions to visitor procedures are as follows:

- (a) [REDACTED]

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- (b) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### **346.4 RESCINDED POLICY**

This policy rescinds San Leandro Operations Directive 09-02.

