Police Building Security

- All personnel assigned to the Police Department who have access to the police station will be issued an identification badge in their department uniform by the Department's Records Section. The badge number will be imprinted in a prominent place on the back of the uniform. The Uniforms Section is responsible for distributing, maintaining, and collecting all badges in accordance with this policy.

- Personnel will be required to present their badge to authorized personnel whenever entering or passing through any secure areas of the building. Officers are responsible for ensuring that visitors to the police station are provided with a visitor badge. This visitor badge will allow the person to enter the secure areas of the building.

- Officers will be responsible for ensuring that visitors are properly registered and supervised. Officers are responsible for removing visitor badges from personnel after they have left the police station.

- Officers are responsible for ensuring that all equipment, files, and records are properly secured.

- The building is not to be left unattended after 10:00 p.m. Employees who leave the building after 10:00 p.m. will be required to sign out at the front desk.

- In the event of an emergency, personnel will be required to immediately leave the building. In the event of an emergency, the personnel will be required to immediately leave the building. The personnel should follow the procedures established in the San Leandro Police Department's Emergency Operations Plan.
346.4 RESCINDED POLICY
This policy rescinds San Leandro Operations Directive 09-02.