Indio Police Department Building Security

341.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the appropriate police building security procedures, duties and responsibilities so as to ensure the safety of all employees of the Indio Police Department.

341.2 Restricted Areas

Non-public areas in the Department shall be identified with a sign at the entrance stating, “Restricted Non-Public Area - Visible Identification Required.”

341.3 Identification within Restricted Areas

A. Non-uniformed employees shall exhibit their photo-identification card while in restricted areas of a Department facility.

B. Identification shall be conspicuously visible at all times and displayed on an outer garment.
   1. Photo identification is to include,
   2. City access cards
   3. IPD issued identification cards.
   4. Police Officer Badge for sworn personnel.

341.4 Employees

All employees of the Indio Police Department should use their RFID access card or manual door code to enter the building.

While inside the Indio Police Department buildings, all employees are required to wear visible identification both on- and off-duty. When employees are on duty, they should be in full issued uniform with name tag and department patches, department badge and / or appropriate attire with a photo identification card visible.

341.5 Visitors

At Indio Police Department buildings equipped with community rooms, which are open to the public, no identification will be required of visitors that are coming solely for the purpose of convening for a meeting at these community rooms.

All other visitors at the Indio Police Department buildings must be issued a Visitor Identification Badge, which they must wear on their outer most clothing visible to all. These visitors will be processed through the front counter / reception area when they arrive and leave the building. This visitor badge must be retained and returned upon the exit of the visitor.

Employees who enter the building with an accompanying visitor must present the visitor to the front counter / reception area for processing prior to entry. No one shall be on the premises without a visitor identification badge.
The front counter / reception area will have the following responsibilities:

1. Front counter / area will maintain a “Visitors Log”. All visitor will sign in stating the purpose of their visit, the name of the employee they will be visiting, and time of arrival and departure.

2. Determine that the individual is authorized to enter the police facility.

3. If feasible, assure the visitor will be escorted to and from the appropriate location by the contacted employee or a designated employee of that same bureau. Visitors must use the in house lobby telephone or receptionist to contact the employee they are visiting.

4. Once the visitor has completed their business, the visitor’s identification badge will be collected.

5. A “Visitor Identification Badge” must be issued for entry / security purposes. A visitor will be categorized under one of the following four (4) categories and will be issued a distinct Badge type:

   (A) City Employee (CE): A non-Indio Police Department city employee who is visiting an Indio Police Department building will be issued the (CE) type of identification badge and may be escorted by an employee if necessary. Exception: City employees who have been cleared though a background check process, granted access with a city ID card, and authorized by the Indio Police Department are exempt from the requirement to be escorted at all times. Examples include city employees from the Information Technology Department, janitorial staff and maintenance personnel who routinely perform work in Police facilities.

   (B) Visitor (V): All other visitors will be issued and required to wear the “V” type identification badge on their most outermost garment, and MUST be escorted at all times by an employee.

   (C) Training: Persons who are visiting a police facility for the purpose of conducting or attending training will be required to sign in and will be issued a training identification badge, which shall be worn on the outermost garment while inside the police facility. Those attending or providing training will retain their training badge until the conclusion of the training evolution. These individuals will not be required to sign in and out each time they enter and exit the facility. These individuals will only have access to training and restroom facilities.

### 341.6 Unauthorized Personnel

Employees shall contact individuals in the building who do not have proper identification and make a determination as to the nature of their business or bring the matter to the attention of a supervisor or sworn member of the Department.

Individuals not having any legitimate business in the building shall be courteously escorted to a public area of the facility after ascertaining the nature of their business at the department.

### 341.7 Prisoner Escort

All suspects will be searched in accordance with Department policy prior to being escorted into a secure police facility.
If a suspect is brought into the building through the main entrance and or arrested in the lobby, as this occurs from time to time, the person must be searched by sworn personnel prior to being escorted into a holding cell.

**341.8 Loss of Assigned RFID Key Card**

In the event that an employee loses his/her RFID key card, notification to his/her supervisor must be made as soon as possible for security reasons. The immediate supervisor shall then notify his / her lieutenant. If the loss occurs after normal business hours, or on weekends or holidays, employees are to call the on-duty watch commander for notification. RFID gate key cards can be remotely de-activated. As soon as possible thereafter, during normal work hours, employees are to request issuance of a new RFID key card through their chain of command..

**341.9 Exterior Doors**

Exterior doors will not be propped open for any reason. This includes situations when an employee is outside and adjacent to the door. When a vendor is making a delivery at a building, a supervisor of the bureau the vendor is visiting will assign an employee to remain at the door and or escort the vendor. After the delivery or service has been completed, the doors shall be secured and the vendor shall be escorted off site.

**341.10 Parking In The Secured and Unsecured Parking Lot**

This policy applies to all Department employees when parking on IPD property.

The IPD secure area consists of the east parking lot reserved for police and city vehicles. Access to the secure rear parking lot is restricted by gates.

Some parking spaces in the secured area are reserved/restricted for assigned police and investigative division cars located at IPD, lieutenants and executive staff.

No parking of personal vehicles is allowed in the secured lot reserved only for police issued vehicles.

**341.11 Information Technology and Cyber Security**

(a) In addition, this policy applies to the use, storage, and maintenance of most Department video systems in locations such as holding cells, general facility, sally ports, and interior and exterior building security cameras.

(b) This policy does not apply to body-worn video which is covered by individual department policy.

(c) The Information Technology Department (ITD) will perform periodic status checks on camera equipment and facilitate any necessary hardware and/or software repair, replacement, or upgrades.

(d) If there are any malfunctions with information technology or security video systems, a sergeant will contact IT for repair and notify a lieutenant.
(e) IT will also maintain user permissions in the back-office software for viewing recorded security videos. Employees requesting higher than basic-level access will submit the request via their supervisor.

(f) Employees will not interrupt or hinder holding cell or security video recordings.

(g) Video recordings may only be intentionally deactivated by approved personnel and maintenance staff with the pre-approval of executive staff or their designee for routine maintenance, upgrade, or troubleshooting if a malfunction occurs. If deactivation occurs in a holding cell, employees will make an effort to avoid using the affected areas until the system is recording again.

(h) Employees may review and download recorded holding cell and security videos for the purpose of investigations.

341.12 General Physical Inspections

On a daily basis, the on-duty watch commander shall make an inspection of the facilities to ensure there are no immediate deficiencies to the facility that require immediate attention and or maintenance to eliminate safety risk concerns.

Unannounced inspections of evidence storage areas can be directed by the Chief of Police or his designee.

341.13 Changing Door Codes And Facility Access

Upon the separation of an employee(s), the Chief of Police may designate the appropriate department supervisor to ensure the door codes are reset to enhance operational security and maintain a safe work environment for Indio Police Department personnel.