

Hamden Police Department General Orders

Policy Number: 028-015

Effective Date: 04/24/2012

Section: General Operating

Rescinds: None

Procedures

Approved By: Police Commission

Title: Building Access / Visitors

Approval Date: November 14 2012

Purpose:

To establish procedures for entry and movement into the Hamden Police Department Facility by non-employees.

Policy:

The Hamden Police Department must restrict entry and access of individuals to ensure a safe work environment.

Procedures:

A. Building access by non-employees:

1. A visitor's pass will be issued to individuals entering the facility by the Headquarters supervisor upon proper Identification. A log will note the arrival and departure of the individual.

2. Visitors shall be met by an employee in the lobby and escorted to their destination.

When the purpose of visit has been completed an employee will escort them back to the lobby and the visitors pass will be turned in.

3. Complainants or Witnesses will not be left unmonitored in any Interview Room.

B. Building access for law enforcement personnel from an outside agency;

1. A visitor's pass will be issued to law enforcement personnel from an outside agency entering the facility through the front lobby.

2. An employee of the Hamden Police Department should escort these personnel to their destination. At the discretion of the desk supervisor these personnel may be directed to their destination unescorted.

Hamden Police Department General Orders

a. These personnel do not have to surrender their weapons upon entry into the facility; their weapons must be surrendered upon entering detention area.

D. Building access for Town employees.

1. Town employees who conduct regular business inside the facility will be issued a visitors pass. At the discretion of the desk supervisor these individuals may enter and conduct business within the facility unescorted by an employee of the Hamden Police Department. Examples;

- a. Town plumber
- b. Town electrician
- c. Town supervisor of buildings

2. The following persons who have regular business inside of the facility will be issued a visitors pass. These individuals will be escorted within the facility.

Examples:

- a. Vending machine employees
- b. Office supply employees
- c. Fed Ex and UPS employees