

DEKALB POLICE DEPARTMENT

Subject: **Visitor Registration**

Policy #: **304.6**

Effective Since: 8-21-03

Originally Issued As: General Order # 31 of 6-28-82

Revision Effective: 1-1-19

FTO Training Task: NA

Reference Material: NA

ILEAP Standards Covered: NA

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PURPOSE: The purpose of this policy is to provide guidelines for visitor registration and control within the Police Department.

POLICY: In order to provide for personnel safety and physical security within the Police Department, it is the policy of the department to identify visitors and prohibit unauthorized persons from entering or remaining within the Police Department.

DEFINITIONS:

City employee, or City personnel: any employee of the City of DeKalb

Department employee: any employee of the Police Department

City officials: any administrative employee or elected/appointed official of the City of DeKalb

PROCEDURE:

- A. All persons other than those listed below entering the Police Department must sign into the department's Visitor Log and be issued a visitor tag.**
- B. Persons always exempt from this procedure include:
 - 1. Department employees.
 - 2. City employees, when conducting necessary on-duty business within the department.
 - 3. City officials.
 - 4. Uniformed law enforcement personnel from other agencies.
- C. Persons exempt from this procedure when directly accompanied by a department employee include:
 - 1. Judges, official court personnel, and members of the State's Attorney's office.
 - 2. Immediate family members of department employees.
 - 3. Retired department employees.
- D. Persons under arrest are not subject to this procedure; they are under the direct control and supervision of the arresting and assisting officers.
- E. Complainants, witnesses, and persons present for interviews or other official business are not subject to this procedure so long as their identity is known and they are accompanied by a department employee at all times.
- F. Interns, volunteers, and other temporary employees that have been issued official identification cards are not subject to this procedure so long as they have their identification cards with them. Interns and volunteers should wear their uniform when on duty.
- G. Citizens approved for a police ride-along should sign in, sign a waiver, and wear a visitor tag at all times.
- H. Confidential informants, whose identity must be protected, are not subject to this procedure so long as they are accompanied by a department employee at all times.
- I. **Tours**; tour leaders should sign in their name and their group's name; it is not necessary for each person to sign in or be issued a visitor tag, so long as the group is under the supervision of a department employee at all times. Large groups should be counted on their way in and on their way out.
- J. Any non-uniformed person not wearing a visitor tag and not accompanied by a department employee should be asked as to their identity and reason for their presence.
- K. Contractors performing work or maintenance within the building shall wear a visitor tag unless accompanied by a department employee at all times.
- L. Persons awaiting entrance to the building should wait in the lobby until the department member with whom they are awaiting to conduct business is available to admit them.
- M. Each department member should admit their own guests.

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- N. The Visitor Log should include the name of the person, the date, and the times of arrival and departure.
- O. Department employees issuing the visitor tag should inform the visitor to wear the tag on the front of their shirt or around their neck at all times.
- P. Visitor tags must be turned back in upon exit, and the visitor should log out in the Visitor Log.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.