

# Stowe Police Department

<b>General Order:</b> 1.23	<b>Related General Orders:</b>
<b>Facility Security</b>	
This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.	
<b>Applicable Vermont Statutes:</b>	
Date Implemented: 7/11/2012	Date Revised:

## **I. PURPOSE:**

1. The purpose of this policy is to provide guidelines for proper security of the police facility.

## **II. POLICY:**

1. The policy of this Department is to maintain appropriate security of the police facility and to have accountability of visitors who enter the police department.

## **III. PROCEDURES:**

1. All visitors, including vendors, entering the police facility (beyond the front lobby) will be required to sign in on the visitor log. All visitors must show proof of identification if not known by the Department employee that is granting access.
2. Visitors to restricted areas (radio room, computer server room, prisoner area, etc.) shall be escorted at all times.
3. The visitor log will include the following:
  - A. Name of visitor
  - B. Agency or company
  - C. Signature of visitor

- D. Date of access
- E. Time of entry and departure
- F. Purpose of visit

4. The sally-port doors and rear entrance door will remain closed and locked. Only Department employees will have access to these areas.
5. No exterior door will be propped open unless a Department employee is in the immediate area. No interior door that has access to a secure area will be left open unless a Department employee is in the immediate area.
6. The Department may require a security and back ground investigation on any vendor or individual based on the scope of work they are doing within the police Department. An individual who has had a fingerprint supported background check, within a six (6) month period) may have unescorted access to a secure area. A list of those individuals who have had a back ground investigation will be maintained at the front desk.
7. If an individual or vendor requires an access key, they will be issued the access key card labeled "**Contractor**".
8. No Department employee will loan their issued access key or access code to any individual or vendor.
9. No access key will be given to any other agency or individual without approval of the Chief of Police.
10. Any violation of this policy may be grounds for disciplinary action consistent with any applicable collective bargaining agreement, statute, Department policy or Town policy.

Issued by: \_\_\_\_\_

Donald Hull  
Chief of Police