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# Facility Security and Identification

## 1051.1 PURPOSE AND SCOPE

This policy is to establish guidelines for the security of the Police facility and proper identification for department personnel, city employees and visitors. Security of the police facility is essential and a responsibility of every employee. Personnel shall identify and report any observed security deficiencies. Building perimeter doors, with the exception of the main entrance doors, shall remain closed and locked at all times. The wearing of Building Identification Passes by visitors, the wearing of City of Fontana I.D. cards by employees of other city departments while in the police facility and the wearing of I.D. or badge by Police Department personnel will provide security within the police facility, control of persons allowed in nonpublic areas and allow for visible identification.

### 1051.1.1 WATCH COMMANDER'S RESPONSIBILITIES

The Watch Commander shall have overall responsibility for facility security. The Watch Commanders normal duties during a shift shall include:

- Inspecting the facility to assure security
- Causing the correction of any identified security problems

### 1051.1.2 FRONT DESK OFFICER'S RESPONSIBILITIES

The Front Desk Officer shall:

- Issue and recover security passes to all unescorted private maintenance or service personnel and to all escorted visitors.
- Maintain the Station Security Log.
- Prior to going off-duty at night, secure the front lobby doors and all front counter equipment.

### 1051.1.3 RESPONSIBILITY OF ALL EMPLOYEES

It is the responsibility of every employee to:

(a) Contact and take appropriate action when observing any person who is in a nonpublic area of the police facility who is:

1. Unescorted and without a Building Identification Pass, or
2. Engaged in any questionable activity, or
3. Entering the building through an entrance other than the front door.

(b) Contact and take appropriate action with any unfamiliar person walking or driving in the posted "Restricted" parking areas

(c) Immediately notify the Watch Commander of any situation which may be a security risk.

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(d) Not provide the department door access code or key to any non-Police department personnel unless previously authorized by the Chief of Police or his designee.

### **1051.2 POLICE FACILITY ACCESS BY THE GENERAL PUBLIC**

Access to the police facility shall be provided to persons wishing to conduct business with the Department. However, because of the sensitive nature of police operations, public access to the following areas is prohibited without authorization from the Watch Commander:

- Records Unit
- Dispatch
- Property Room
- Jail
- FET work area
- Gang Unit
- Narcotics Office
- Range facility

Individuals from the general public shall sign the security log and obtain a Building Identification Pass before being escorted by a department employee.

#### **1051.2.1 POLICE FACILITY ACCESS BY MAINTENANCE PERSONNEL**

Unescorted private maintenance personnel or vendors shall display Building Identification Passes and sign the security log prior to entering non-public areas of the police facility. They shall make entry through the front doors of the facility.

#### **1051.2.2 POLICE FACILITY ACCESS BY CITY OF FONTANA EMPLOYEES**

Unescorted City of Fontana employees shall display City of Fontana I.D. cards and sign the security log prior to entering and exiting non-public areas of the police facility. They shall make entry and exit through the front doors of the facility.

### **1051.3 GUEST IDENTIFICATION**

The Building Identification Pass will be issued by personnel assigned to the lobby counter to all guests who enter beyond the front lobby area. The Building Identification Pass will be issued regardless if the guest is being escorted by an employee. Keys or any item of identification will be taken from the guest to ensure the return of the pass. The pass will be removed from its storage pod and the property put in its place. The guest will sign in on a log, which will be maintained at the front counter. All guests will obtain and wear the pass in a visible location while within the police facility. Other police department badges and/or I.D. will be honored in lieu of an Identification Pass, if the badge or I.D. is visible.

# Fontana Police Department

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#### 1051.3.1 CITY OF FONTANA EMPLOYEES OTHER THAN POLICE DEPARTMENT PERSONNEL

City of Fontana employee identification will be honored in lieu of a Building Identification Pass.

#### 1051.3.2 POLICE DEPARTMENT PERSONNEL

Police Department personnel will, while in the police facility, wear employee identification, police uniform, or police badge.