



CRYSTAL POLICE DEPARTMENT

TITLE: VISITOR PASSES

APPROVED:

John J. Bamick

DATE:

8-17-11

POLICY

Security within the Police Department is essential to maintain the integrity of evidence and information. To better facilitate the goal of sound security practices, visitors to the police department shall be required by employees to sign in, have a temporary ID badge issued, and shall wear the badge while in the police department or accompanying police employees on official duties.

Visitor badges and sign-in sheets are located in the clerical area of the Police Department.

EXEMPTIONS

Visiting Police Officers and employees of the City of Crystal are not required to sign in or wear a visitor temporary ID. Instead, they should be encouraged to display their own department issued badge or ID when not wearing an identifying uniform.

BADGE TYPES

ESCORTED: Persons issued an ESCORTED visitor pass are not allowed to move about in the police department unless accompanied by an employee. (Tour Groups, Ride a-longs, etc.)

UNESCORTED: Persons issued an UNESCORTED visitor pass are allowed to move about in the police department without an escort from an employee. (Contractors, etc.)