

205.6 VISITOR IDENTIFICATION

All persons entering the secured area of the department shall be required to check in and out with the front desk personnel. The front desk staff will authenticate the visitor and either escort the visitor, or contact another department employee to escort the visitor to their destinations. Visitors will be escorted at all times and visitor activity will be monitored.

The front desk staff will provide the visitor with an identification badge attached to a color-coded lanyard, which the person shall place on an outer garment. This includes utility repair and delivery personnel. Law enforcement personnel from other agencies may wear their own identification, if visible.

Visitors issued a YELLOW colored badge may go unescorted in non-restricted areas of the department. Visitors issued a RED badge should be escorted.

Ride-alongs: This visitor shall be accompanied by the "host" officer and not permitted to wander freely.

Irvine Police Department

Policies

Building Security / Employee Identification

Interns: This person is a temporary, part-time volunteer "employee" and has access to general work areas.

Visitors who are under constant personal escort by a member of the department are not required to wear a visitor badge.

Contract personnel (not employees of the City or Police Department) working in the police facility on a temporary basis will be issued a temporary identification card by the Office of Professional Development. The card will be yellow in color, have their name, picture, job description, and card expiration date. The card will be worn visibly on the outermost garment attached to a yellow lanyard. Contract personnel may be issued a restricted electronic access card, depending on need.

205.7 SECURITY CONSIDERATIONS

In order to enforce this policy and ensure a reasonable level of security, members of the department will, with just cause and due consideration, challenge anyone within the facility who does not possess proper identification. The individual will be asked to obtain proper identification before conducting any further business.

Irvine Police Department

Policies

Building Security / Employee Identification
