

12.021 VISITOR IDENTIFICATION IN POLICE FACILITIES

Reference:

Procedure 12.020 - Uniforms, Related Equipment, and Personal Grooming
Procedure 12.131 - Confidential Informant Management and Control
LEADS Security Policy: Section 5.9.1.8, Access Records

Purpose:

Ensure persons, other than Police Department employees, in a non-public area of a Police Department facility are properly identified.

Maintain security in Police Department facilities for the safety of employees and visitors.

Policy:

All visitors conducting business within a Police Department facility must be logged in and out of the facility on the Form 690, Visitor Log, by a Department member and shall display a temporarily assigned Visitor Identification Pass affixed visibly on the chest area of the outer most garment at all times while inside the facility.

Sworn personnel encountering an unknown and not properly identified person(s) in a police facility will question them as to their identity and reason for being in the facility. The officer will ensure the unidentified person(s) displays proper identification, receives a Visitor Identification Pass, or is escorted from the premises.

Civilian personnel encountering a person(s) in a police facility, who is unknown and not properly identified, will immediately summon a sworn officer to investigate the unidentified person(s).

This procedure shall not apply to a person(s) under arrest or otherwise in police custody.

Procedure:

- A. When any person(s) other than a Department employee visits a police facility, including a civilian rider/observer, the facility desk personnel or Department member responsible for escorting the visitor will:
 1. Determine if the visit is valid. Confirm the visitor's identification with a valid ID and query through eCLEAR.

2. Enter the visitor's information onto the Visitor Log (Form 690).
 - a. The Form 690 will show:
 - 1) The facility location in the upper right corner.
 - 2) The visitor's full name and the type of identification provided to confirm the visitor's identity. (Examples include: Ohio I.D. Card, Kentucky Driver's License, Military Identification Card, Law Enforcement credentials, etc.)
 - a) For instances involving a visitor under the age of 18 without proper identification, enter "**Minor/child**" in the space allotted for "Type of I.D. Shown" on the Form 690.
 - 3) The name of the agency, business, or institution the visitor is representing.
 - 4) The reason for the visit.
 - 5) A current telephone contact number for the visitor.
 - 6) The Visitor Identification Pass inventory number.
 - 7) Date of the visit.
 - 8) The time the visitor was checked in to the facility and the Employee ID # of the Department member issuing the Visitor Identification Pass.
 - 9) The time the visitor is checked out of the facility and the Employee ID # of the Department member collecting the Visitor Identification Pass.
 - b. Keep Form 690, Visitor Log, sheets in a 3 ring binder and remove after one (1) year.
3. Issue the visitor a Visitor Identification Pass.
 - a. If the visitor is issued a clip-on style, hard plastic, numbered, Visitor Identification Pass, ensure the corresponding pass inventory number is entered on Form 690, and collect the Visitor Identification Pass upon completion of the visit.

- b. If the visitor is issued an orange, sticker style, Visitor Identification Pass, the issuing Department member shall:
 - 1) Print the visitor's name, date, and location being visited on the Visitor Identification Pass.
 - 2) On the Form 690, in the column for Visitor Pass #, place an "S" in the box to indicate a sticker was issued in lieu of the clip-on style Visitor Identification Pass.
 - 3) Upon completion of the visit, ensure the visitor removes and surrenders the orange, sticker style, Visitor Identification Pass for destruction. The visitor should not be permitted to retain the pass for any reason.
 - c. Instruct the visitor to wear the Visitor Identification Pass visibly, on the chest area of the outermost garment, at all times while in the police facility.
4. Have the police employee with whom the visitor is to meet respond to escort the visitor.
 - a. Do not leave the visitor unattended in non-public areas of the police facility.
 5. If the visitor is performing a service or maintenance, issue a Visitor Identification Pass, with the following exception:
 - a. When the person performing the service is a City of Cincinnati employee or contract employee, they must display the proper city or company ID. The desk personnel need not issue a Visitor Identification Pass.
 - 1) The desk person must enter the city employee or contract employee's information onto the Form 690.
 - b. Instruct the visitor to return to the facility desk before leaving so the desk personnel can log the visitor out and collect the Visitor Identification Pass.
- B. Visiting Groups or Tours:
1. Desk personnel will identify each adult individual and follow the above procedure through section A.3.c.

2. The employee responsible for scheduling the group will respond to the desk area to escort the group through the facility.
 - a. The attending officer will ensure no one from the group wanders through the facility without an escort.
 3. Upon completion of the groups' visit, the escorting employee will ensure the group is logged out, and **all** Visitor Identification Passes are returned and accounted for.
- C. Confidential Informants (CI):
1. Informant control officers (ICO) having a CI(s) respond to a police facility may log the CI onto the Form 690 under the name of the ICO.
 - a. Place the letters "CI" after the ICO's name.
 - b. The ICO will ensure the CI wears a Visitor Identification Pass.
 - 1) The ICO will use his/her name on the Visitor ID Pass to protect the identity of the CI, if necessary.
 - c. The ICO will remain with the CI during the entire visit to the police facility.
 - d. Enter the time in, time out, and Employee ID # on the Form 690.
- D. Lost or Missing numbered Visitor Identification Passes.
1. In the event a numbered, clip-on style, hard plastic Visitor Identification Pass is missing, use the Form 690 to determine the last visitor to be assigned the pass.
 - a. Attempt to contact the visitor at the phone number provided on the Form 690 when the pass was issued.
 - 1) If contact was successful, request the visitor to return the Visitor Identification Pass to the facility at their soonest convenience, **or** if practical, send a uniform police unit to retrieve the pass and return it to the facility.
 - 2) Using a line on the Form 690, make a general entry stating the date and time the visitor was contacted, and the date/time the visitor indicated they would be able to return the pass.

- a) Upon the return of the Visitor Identification Pass, make a notation on the Form 690 indicating the date and time the pass was returned. No further action is needed.
 2. When a missing Visitor Identification Pass cannot be located, the affected Administrative Supervisor shall complete a brief Form 17 summarizing the facts, and requesting a replacement pass. Route the Form 17 through the chain of command to Personnel Management Unit.
 - a. Personnel Management Unit will create a replacement Visitor Identification Pass, adding a letter behind the pass #. Example: If the pass being replaced was pass #1, then the new pass will be identified as pass #1A. If pass #1A is missing and being replaced, then the new pass will be identified as pass #1B.
 - b. Upon the replacement Visitor Identification Pass being made, Personnel Management Unit will contact the affected Administrative Supervisor to arrange for the pass to be picked up, and hand carried back to the proper facility.
 3. In the event a missing Visitor Identification Pass is located or turned in, the replacement pass bearing the letter after the pass #, shall be taken out of service and brought to the attention of the Administrative Supervisor of the facility.
 - a. The affected Administrative Supervisor shall complete a brief Form 17 summarizing the facts relevant to the return of the original Visitor Identification Pass.
 - b. Ensure the replacement pass and Form 17 are hand carried during normal business hours to Personnel Management Unit.
 - c. Personnel Management Unit will ensure the replacement pass is properly destroyed and maintain the accompanying Form 17 in a unit file.
- E. Damaged clip-on style, hard plastic Visitor Identification Passes
1. Damaged Visitor Passes shall be removed from inventory and turned into the affected Administrative Supervisor.
 2. The affected Administrative Supervisor shall:

- a. Make an entry on the Form 690 indicating the pass has been removed and a replacement pass requested.
 - b. Complete a brief Form 17 requesting a new Visitor Identification Pass and destruction of the damaged pass.
 - c. Ensure the replacement pass and Form 17 are hand carried during normal business hours to Personnel Management Unit.
 - d. Make an entry on the Form 690 indicating the new replacement Visitor Identification Pass has been placed into service.
3. Personnel Management Unit will ensure the damaged pass is properly destroyed and maintain the accompanying Form 17 in a unit file.