Police Department Building Access and Security

217.1 PURPOSE AND SCOPE

This procedure establishes comprehensive guidelines for maintaining and improving the physical security of the police department building in alignment with the Criminal Justice Information Services (CJIS) Security Policy. The primary objective is to protect sensitive Criminal Justice Information (CJI) and associated systems from unauthorized access, theft, damage, or compromise, thereby ensuring the integrity, confidentiality, and availability of CJI.

This Standard Operating Procedure (SOP) applies to all personnel, contractors, and visitors accessing the police department building. It defines security measures, access control protocols, and monitoring requirements to meet CJIS compliance standards. For the purposes of this SOP, **secured areas** are defined as any part of the building not accessible to the general public. The front lobby and classroom are designated as **publicly accessible areas** and are excluded from this definition.

217.2 GUEST ACCESS TO BUILDING

All guests entering secured areas of the department—including contractors, visitors from other agencies, and family members—must complete the visitor check-in process at the main lobby and wear a guest badge while inside the building. Visitors must identify an employee responsible for monitoring their access during their visit.

217.3 ACCESS BADGES

City personnel and individuals issued access badges are required to use their keycard(s) to enter any secured area and shall display the keycard in a visible manner. Each person entering the building must individually use their keycard to gain access (no tailgating allowed). Department personnel must not provide access to these individuals unless they verify that the badge has been properly used to log their entry. This ensures that an accurate record of building access is maintained.

217.4 SUBSTATIONS

Guests visiting substations must not be left unattended at any time. It is the responsibility of the hosting department employee to ensure guests are accompanied and monitored during their presence in secured areas.

By adhering to these procedures, the department can effectively uphold its commitment to security, compliance, and the protection of sensitive information.

217.5 SUBJECTS ASSOCIATED TO POLICE INVESTIGATIONS

Individuals entering the station for purposes of interviews associated to police investigations do not have to follow the check in process to keep their identity confidential. These individuals should be monitored at all times by department personnel.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department