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|  | MIDDLETON POLICE DEPARTMENT | DATE Feb 27, 2010 | POLICY 1.5.08 |
| SUBJECT: Facility Access Control | | REVIEWED November 27, 2017 | |

History: 2010, Updated 05/2015
[WILEAG \(5th Ed.\) Standards](#): None

Purpose

The purpose of the Department Physical Access Policy is to insure a safe and secure workplace for staff, clients and visitors, and to fulfill mandates for the protection of assets, information systems, and confidential information.

Policy

Non-uniformed Middleton Police personnel shall wear their police identification card prominently on their outer clothing between shoulder and waist whenever they are in secure areas of Middleton Police facilities. Uniformed Middleton Police personnel shall have their Middleton Police identification card on their person whenever they are on-duty.

Persons will be granted access to non-public areas of the Police Department for legitimate purpose after signing-in and being issued an appropriate Temporary Identification Card by an issuing official. The Identification Card shall be worn prominently on their outer clothing between shoulder and waist. Persons wearing an Escorted Police Visitor Identification Card should typically be accompanied by a Police Department employee.

Police employees encountering persons not wearing identification cards in secure areas should politely challenge them, for example, “Excuse me - can I help you?” Where necessary, they should be escorted to the main lobby reception area to be signed in and provided with the appropriate badge. If unauthorized access is suspected and the person does not cooperate, the matter should be reported directly to a police officer.

Only Police Department Employees, or Personnel Authorized by the Chief of Police, shall be granted the access code or an access card/device to the Department. There will be no exceptions to this section of the policy.

Exceptions to wearing a Badge/I.D.:

- A. Uniformed Police personnel from other agencies.
- B. Persons in custody of a police officer.
- C. Children under 15 years of age escorted by police personnel or accompanied by a properly signed-in supervising adult displaying an appropriate identification card.
- D. City employees or elected officials, for legitimate purposes, if wearing a City Identification Card.
- E. Escorted Uniformed Courier Services – to deliver items to non-public areas.

- F. Cards must be removed whenever a person is engaged in work where the cards could become entangled with equipment or machinery. The cards should be replaced when the work is completed.

Types of Identification Cards:

- A. Sworn Middleton Police Personnel
- B. Civilian Middleton Police Personnel
- C. Police Volunteer
- D. Police Intern
- E. Visitor Card/I.D.
 - 1. Spouse of an Employee
 - 2. Retired Employee
 - 3. Escorted Police Visitor
 - 4. Unescorted Police Visitor
- F. City Employee Identification Card