

**NEW SMYRNA BEACH POLICE DEPARTMENT  
NEW SMYRNA BEACH, FLORIDA**

**POLICY AND PROCEDURE DIRECTIVE**

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**TITLE:** BUILDING SECURITY & IDENTIFICATION

**NUMBER:** 1-5

**EFFECTIVE:** 10/16

**REFERENCE:**

**RESCINDS/ AMENDS:** 3-1-12

**REVISED:** 12/21

**ATTACHMENTS:**

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**A. PURPOSE**

To identify all persons employed by the City of New Smyrna Beach. The identification card represents that the individual has been properly appointed by the City of New Smyrna Beach and is authorized to be on the properties and/or structures belonging to the City of New Smyrna Beach.

Individuals, who fail to have their identification card in plain view, while on duty, shall be barred from entering any non-public and/or restricted areas of the police department as well as any other city owned properties.

This policy shall apply to all full time, part-time, volunteers, non-sworn, and sworn members of the New Smyrna Beach Police Department (NSBPD).

This policy also provides for visitors, other city department workers, or other members of the law enforcement community to be authorized entry into the New Smyrna Beach Police Department, facilities, and/or grounds.

**B. POLICY**

Each member shall be required to have in plain sight, attached to their outerwear, by means of a lanyard or clip, their departmentally issued identification card.

Only those sworn members who are in uniform are exempt from this requirement.

All employees shall be responsible for the security of their workstations, work areas, and that of any other part of the building to which they have access.

Under no circumstances shall any person, who is not currently employed, be authorized entry into the restricted areas of the police department without proper identification and an escort.

**C. DISCUSSION**

Establishing a well-organized building access and security plan is essential to maintaining the integrity of the NSBPD Administration and Operations. While enforcing this policy it is the responsibility of supervisory staff and all employees who must actively participate in its execution in order for it to be successful.

NSBPD personnel must take note of any unusual circumstances, objects which seem out of place, or suspicious activity in and around the facility. Personnel will notify their supervisor of any personal property brought to the facility which might look suspicious or out of place.

## **D. PROCEDURE**

### **1.5.1** Newly Hired

All newly hired employees or volunteers shall be issued a Police Department identification card on their first day of employment.

### **1.5.2** Current Members

All current members are responsible to ensure that all the information is accurate with a current photograph. If the member's identification card is worn, becomes damaged, or is otherwise illegible, the member shall be required to make an appointment to have the identification card replaced on their first working day after discovering the damaged card.

**1.5.3** Members shall immediately report the loss or misplacement of their issued identification card.

### **1.5.4** Administrative Assistant of the Office of Professional Standards (OPS)

The Administrative Assistant in the Office of Professional Standards may, at their discretion, establish a schedule of availability to develop employee identification cards.

1. The Administrative Assistant in the Office of Professional Standards shall furnish newly hired personnel with proper identification cards.
2. The Administrative Assistant in the Office of Professional Standards shall be responsible to create numbered "visitor passes" that are to be issued to individuals who are authorized to enter the areas designated as restricted areas and not open to the public.
3. The Administrative Assistant in the Office of Professional Standards shall also be responsible to provide city identification cards to all person(s) currently employed or newly hired police personnel.

### **1.5.5** Front Desk Personnel

The Records Section is responsible for issuing a visitor pass to individuals entering the office space areas of the NSBPD administrative building. Members assigned full-time or temporarily to the Front Desk shall be responsible for greeting visitors coming to the police department and ascertain the nature of the visit.

1. Personnel assigned to the front desk will obtain identification and issue Visitor's passes to the individual(s) and ensure that the passes are collected prior to the visitor leaving.

### **1.5.6** Supervisory Responsibility

As part of any/all inspections, supervisors shall ensure that all assigned personnel, under their command, have the proper, legible, accurate identification card in their possession.

## **E. BUILDING SECURITY**

**1.5.7** All NSBPD personnel must ensure that outside doors to the Police Department close securely after entrance or exit.

### **1.5.8** Visitors

Visitors (to include friends, family, workmen, technicians, etc.) shall not be allowed access to any areas within the Police Department buildings or grounds, which are not designated as “open to the public, without:

1. Presenting identification (Driver’s license) or other photo identification to Front Desk personnel,
2. Signing in at the front desk, with their name, purpose, and the name of department employee requested to see,
3. A numbered “Visitor Pass” will then be issued to the individual, being physically escorted to the appropriate location or member.
4. Frequent visitors do not need to check/log in every time they visit if accompanied by an agency employee.
5. An agency member/police officer shall escort visitors in the facility when visiting after-hours and weekends.
6. Exceptions will be made for visitors requesting OPS attention and/or complaints.

### **1.5.9** City Employees

If the employee has their identification, the employee shall sign in and be escorted to the location they require to go.

1. Those City employees who do not have their City identification cards, shall not be allowed access into the department or grounds until their employment with the city is confirmed.

### **1.5.10** Other Agency Law Enforcement Personnel

If the individual is attired in their agency’s uniform, a “Visitor Pass” is not required.

1. If the individual is in plain clothes, the individual shall present their agency identification, if the identification is not clearly visible (attached by a lanyard or clip to outerwear), the individual shall sign in and be given a “Visitor’s Pass”.

**1.5.11** All visitors shall turn in the “Visitor’s Pass”, at the records window prior to leaving the building.

### **1.5.12** Doors

All external doors providing access to the Police Department facility remain locked and are controlled by a proximity card reader system and a call box system. Internal doors providing access to designated critical areas are also controlled by the proximity card reader system. The east lobby inner doors will remain unlocked during business hours. The outer lobby door on the east side remains unlocked at all times.

### **1.5.13** Camera System

There are several security cameras placed at key locations in and around the facility. The cameras can be viewed via “exacqVision”, an application authorized only to staff members, IT personnel, Quartermaster and Evidence Records Technician, and Crime Analyst.

### **1.5.14** Panic (Duress) Buttons

A CodeBlue Emergency call box is located in the front lobby, between the outer and inner doors, which displays a red button for emergency. Once depressed, both set of doors will automatically lock until the arrival of an officer. Duress buttons are also located in the holding cell, Records Section, and the Criminal Investigations interview room.

**F. VISITOR LOG**

**1.5.15** Sign-in Log

A visitor's log shall be maintained at the front desk. The log shall require proof of identity, the individual's name & signature, reason for coming, the name of the company employed by or home address.

**1.5.16** The Visitor will then be given a numbered Visitor's Pass.

**1.5.17** Upon check out, the Visitor's Pass will be collected and the time they left the building will be logged.

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Approved: Signature on File  
Chief Mike Coffin