



AF30

BUILDING SECURITY

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Effective Date: 01 January 1996

Revised Date: 11 October 2018

POLICY

1. The Delta Police Department (“Department”) shall maintain secure facilities occupied by police and police staff and police equipment.

REASON FOR POLICY

2. To prevent unauthorized access to the Department’s facilities.
3. To prevent breaches of security and access to police records and property.
4. To provide security and protection for staff, volunteers and visitors.

PROCEDURES

Building Security

5. All employees are encouraged to report observed or other concerns regarding the security of facilities or equipment, through the chain of command.
6. All entrances to Delta Police Department buildings, except the front lobby entrance, shall remain locked at all times. The front lobby entrance may be secured overnight and on other occasions as required, and the public informed through signage and website.
7. Digital codes for entrances shall be changed every 12 months or more frequently if required.
8. Public access at all locations is permitted only through the front lobby entrances. The public may be permitted access through other entrances, but only under continuous uninterrupted escort by a police officer or police staff to a location where they are signed in and provided a visitor’s card.

Identification Cards - Employees



9. Identification cards are issued to all current employees, Delta Police Board (“Board”) members, reserves and volunteers. All employees of the Department who are not in police uniform and all Board members, reserves and volunteers shall wear their identification cards in a clearly visible manner while in a police building.

Identification Cards – Non-employees

10. Visitor identification cards shall be maintained at the front counter of Headquarters, Administration Building and the Public Safety Building. Visitor identification cards shall be red in color indicating “Escorted Visitor” or blue in color indicating “Unescorted Visitor”.
11. The visiting public who are permitted access to the Department buildings for police purposes must be signed in and wear an identification card marked “Escorted”. All such persons must be escorted to their destination and under no circumstance must they be left alone unless in a secured area.
12. Police officers from other departments, employees from the investigative units of government agencies, polygraph operators under contract to the Department, employees from Police Services, employees of the Office of the Police Complaints Commissioner, City of Delta management or maintenance staff and such other people as approved by management from time to time may be permitted to wear “Unescorted” identification cards.
13. It is the responsibility of the escorting employee or Reception staff to sign in and issue visitor identification cards to visitors.
14. It is the responsibility of all staff to challenge unescorted visitors not wearing an identification card. Unescorted visitors are to be identified and escorted to the front desk for issue of an appropriate visitor identification card.
15. For the purpose of this policy, “Sign-In” means the visitor’s name, agency, and identification card number is entered into the logbook located at the front counter, and a piece of government-issued photo identification is lodged at the front counter until the visitor departs.



16. At the end of each working day, the log book and logged identification are to be reconciled to ensure that all visitors have been logged out of the building.