



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
ADM: 40	
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SUBJECT: FRONT DOOR ENTRY POLICY

1.0 PURPOSE

The purpose of this policy is to outline the procedures used in the reception area of the headquarters facility, when accepting visitors to the DPS headquarters building.

2.0 POLICY

The Department of Public Safety (DPS) Law Enforcement Records Bureau (located in the receptionist area) is responsible for allowing front door, public access to the DPS headquarters building. It is the policy of DPS for the Records Bureau personnel (hereinafter referred to as receptionist/reception staff) to announce the visitor to the DPS employee they request to see.

3.0 APPLICABILITY

This policy applies to all Department of Public Safety (DPS) personnel and to visitors to the DPS Headquarters Building.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. **DPS** – Department of Public Safety.
- B. **ID** – A photo identification.

6.0 PROCEDURE

Suspicious persons, activities, etc., in the reception area of the DPS Headquarters Building must be IMMEDIATELY reported to a State Police Officer or to the New Mexico State Police District One Office at (505) 827-9300.

- A. Visitor Procedure
 - 1. Any visiting individual requesting access to the interior of DPS headquarters must sign-in on the Visitor Log provided by the receptionist and provide photo identification (that is kept at the reception desk) to receive a Visitor’s Badge. The receptionist will ensure the following information regarding the visitor is noted on the Visitor’s Log:
 - a. Full Name
 - b. Who they are Representing (i.e. name of business, Santa Fe PD, etc.)

