Subject: Front Door Entry Policy		Policy Number: ADM: 40
Revision Number: 01	Effective Date: 11/17/2025	Original Issue Date: 06/03/2005

1) PURPOSE

a) 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) POLICY

a) 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) APPLICABILITY

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

4) REFERENCES

a) NONE

5) DEFINITIONS

a) **DPS** – Department of Public Safety.
b) **ID** – A photo identification.

6) OPERATIONAL PROCEDURES

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**
   i) 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:
(1) Full Name
(2) Who they are Representing (i.e. name of business, Santa Fe PD, etc.)
(3) Telephone Number
(4) Reason/Person Here to Visit
(5) Escort's Name
(6) Time Arrived
(7) Visitors' Badge Number

ii) When a visitor requests to see a specific person/section within headquarters, the receptionist must call the requested individual/section and announce the visitor. The visitor must be escorted by the specific person/section they requested to see in order to attain access into the building, beyond the reception area.

iii) When the visitor is departing, the receptionist must retrieve the Visitor's Badge, return the visitor's photo identification, and log the visitor's departing time on the Visitor's Log. Should the visitor remain in the facility after hours, it is the responsibility of the host employee to ensure the proper return of the visitor's photo identification, retrieve the Visitor's Badge, and properly escort the visitor out of the facility.

iv) It is policy to request photo identification of State Police Officers or other employees that are out of uniform and are not familiar to the reception staff.

b) **Delivery Procedure**

i) For any delivery, check the delivery person's credentials (photo identification and business identification), log their name, company name, and driver's license number into the visitor's log and write "delivery" on the log. Call the supply room and notify them of the delivery. Direct delivery person to the rear of the facility to the supply dock.

c) **Subpoena Delivery Procedure**

i) No subpoenas will be accepted by any person other than the individual to whom the subpoena is directed.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary