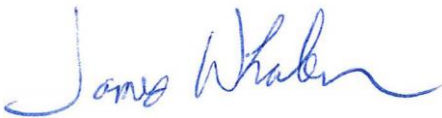


Department of Public Safety Policies and Procedures

<u>Title</u>	<u>SOP Number</u>
Facility Security Guest and Visitors policy	11.3.300
Approval Signature	
	
James L. Whalen	
Reviewed/Revised by	Pages
	4
Last Revision Date	Effective Date
March 27, 2018	April 20, 2017

Facility Security Guest and Visitors policy

- I. **Purpose:** The purpose of this policy is to establish guidelines to maintain building security and promote a safe working environment for the employees, guest and visitors of the University of Cincinnati Department of Public Safety.
- II. **Policy:** It is the policy of the University of Cincinnati Department of Public Safety to regulate authorized access to areas of the building consistent with individual job responsibilities and organizational business and security interests. All employees are responsible for the security and proper use of all Department of Public Safety facilities.

III. Definitions:

Guests: Defined as individuals who have been given the authority to move throughout the building unescorted such as vendors, contractors, and persons from other law enforcement agencies. Guest status does not give the holder the authority to move throughout the facility unchallenged. If a Guest is located in either a restricted area or a seemingly questionable area they should be questioned as to their purpose for being in that area.

Visitors: Individuals with access to the restricted or limited access areas of the Department of Public Safety (i.e., complainants, witnesses, victims, members of the media, tour groups, job applicants, field placement students or employee family members and friends), requiring escort or pre-approval from an authorized member of Public Safety.

Long term affiliate: Defined as vendors, contractors and individuals from other law enforcement agencies who have prior approval to access areas of Public Safety.

Restricted Area: An area within Public Safety requiring strict access controls. Employees not assigned to this area or service contractors requiring access for a legitimate, work-related purpose must secure authorization from the Division head. In the absence of exigent circumstances or business requirements, employees are restricted from these areas:

1. Emergency Communications Center (ECC)
2. Property & Evidence Room
3. Armory
4. Records Storage
- 5: Emergency Operations Center (EOC)
 - Properly scheduled meetings or training sessions in the EOC are exempt from this provision.

Non-Restricted Area: Any other area in the Public Safety office that is not denoted as

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a restricted area. A member of the Department of Public Safety must accompany non-department personnel in restricted areas unless they have been assigned Guest status and issued a Guest Identification badge.

IV. Procedure:

- A. Department of Public Safety personnel will be issued identification badges providing access to the Department of Public Safety secured area. Department of Public Safety personnel when not in uniform will wear their identification badge where it is clearly visible to others.
- B. Public Safety student workers will be issued a Public Safety Student Worker identification badge. Department of Public Safety student workers will wear their identification badge where it is clearly visible to others.
- C. When guests or visitors arrive at the Department of Public Safety, they should be directed to the reception window, or Communications window if after hours, to sign in. At sign-in, the guest/visitor will be designated as a **guest** or **visitor** for log-in purposes. [Guest/Visitor log.](#)
- D. If the person is determined to be a **guest**, they will be issued a **guest badge**. Guest badges will provide access to the Public Safety stairway and the 2nd floor west wing perimeter doors.
- E. If the person is determined to be a visitor, the appropriate staff member will be summoned to the reception area to escort the visitor inside the secured access area.
- F. After normal business hours the reception function will be completed by Emergency Communication Center personnel.
- G. When possible, Public Safety personnel will notify the Reception Desk or Communication Center personnel of scheduled guests and visitors.
- H. Once inside the restricted area, Public Safety personnel assigned to escort visitors will be responsible to monitor visitors until their departure from any restricted area.
- I. Prior to departing, guests will turn in their assigned badge and sign out with the appropriate time.

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- J. On departure, visitors will sign out.
- K. The lobby receptionist will conduct a daily audit of the guest badges.
 - 1. All unaccounted for badges will be documented on the log.
 - 2. The receptionist will immediately notify the Information Technology Manager, who will mark the badge as lost/missing or stolen and remove it from the system.
- L. Long term affiliates (such as contractors for one year or more) will be assigned an Affiliate Badge with appropriate access as approved by the Director of Public Safety or Division Head. Once approved, the Request for [Affiliate Badge Form](#) will be submitted to the Information Technology Manager for processing and badge issuance.
- M. Unless previously agreed upon, all long term affiliates will sign in and out on the Guest/Visitor log.
- N. Retired Public Safety employees will sign in and out on the Guest/Visitor log, unless escorted by current Public Safety personnel.