

## POLICY 5: PATROL STATION ADMINISTRATION & OPERATION

### A. Identification

The authorized means of identification for the Sheriff's Department is as follows:

1. Law Enforcement Agency Uniform - The established authorized uniform of the Sheriff's Department as set forth in the Department P&P Section 3.12 or the authorized uniform of the respective external law enforcement agency represented. The uniforms of non-law enforcement organizations are not acceptable forms of identification.
2. Identification Card - The authorized identification card of the Sheriff's Department or the authorized identification card of the respective external agency, shall be worn at all times and made available upon request. The identification card shall be worn in a manner that is clearly visible. The display of a badge alone is not sufficient identification for individuals in civilian attire; proper display of a valid identification card is required for individuals in civilian attire.
3. Visitor's Pass - The authorized visitor's pass of the Sheriff's Department shall be issued for the purpose of temporary identification in the event none of the aforementioned means of identification are in possession. The visitor's pass shall be worn in a manner that is clearly visible.

The visitor's pass may be issued to a Sheriff's employee for the purpose of temporary identification in the event none of the authorized means of identification are in their possession or while Department identification is in the process of being issued. All personnel issued a visitor's pass shall be escorted during their visit.

*NOTE: Individuals from organizations who service the Sheriff's Department such as, County maintenance, utility companies, vendors, etc. must display a valid identification card from their organization while within the Department's facilities if they possess one. The uniform of a non-law enforcement organization such as that of a vendor will not constitute valid identification in itself. In the event that an individual from an external organization does not have a valid identification card, a visitor's pass shall be issued. All individuals must be escorted while on or within the Sheriff's facility.*

### B. Visitor's Identification System

The Visitor's Identification System was established for the purpose of identifying visitors within Sheriff's Stations. The Visitor's Identification System consists of two basic components:

1. San Diego County Sheriff's Department Visitor's Log – Form AS 3/2.
2. Visitor's Pass Identification Cards Form AS 3/3.

#### C. Visitor's Identification System Procedure

1. Upon a visitor entering a Sheriff's Station, the receiving employee shall inquire as to the visitor's purpose. If entry onto the facilities is warranted, the receiving employee shall request identification from the visitor and ensure that the form of identification provided is authorized and valid. All visitors will be entered into the visitor's log.
2. If the authorized identification is the established uniform of an external law enforcement agency, the visitor will be allowed access to the facilities and guided escorted to the appropriate destination.
3. If the visitor is in civilian attire and presents only the uniform badge of an external law enforcement agency, the receiving employee shall request a valid identification card issued by the external law enforcement agency since the badge in and of itself does not constitute proper identification. If the visitor is unable to present a valid identification card issued by the external law enforcement agency, a visitor's pass will be issued to that individual.
4. If the visitor does not represent an external law enforcement agency and does not have proper and valid identification from his/her organization, the receiving employee shall log the date, time in, name of the visitor's organization, and purpose of the visit. The receiving employee shall log the visitor's pass control number and issue the pass to the visitor. The visitor shall be advised of the Department's identification requirement, and the need to surrender the pass at the conclusion of his/her visit.
5. At the conclusion of the visit, the receiving employee shall collect the pass from the visitor and note in the Visitor's Log Book the time that the visitor surrendered the pass and exited the premises.
6. Completed Visitor's Log forms shall be maintained on file within the command for a minimum of 90 days from the last dated entry.

*EXCEPTION: Routine services provided to the Sheriff's Department on a daily basis, such as maintenance personnel, are not required to be logged in and out; however, they must display their valid, authorized identification (County I.D., etc.) visibly on their outer clothes while on the premises.*

#### D. Firearm Security

1. No firearms will be left unattended or unsecured inside any Sheriff's station, substation or office.
2. The drawing, exhibiting, un-holstering, displaying, or dry snapping of any firearms by anyone within or around any Sheriff's station, or substation or office is strictly prohibited. Weapons will only be drawn for supervised firearms inspections and the cleaning of weapons in approved designated areas.
3. Shotguns and all weapons other than an officer's sidearm or hideout weapon will be unloaded before being brought inside any Sheriff's station, substation or office and will be carried and/or stored with the breech open.

#### E. Facility Security

1. All personnel should consider security as a top priority. Be aware of who is at the counter and be prepared to assist the clerical staff if necessary. Whenever possible, a captain, lieutenant, or sergeant should be at the station during the hours the station is open to the public.
2. Station keys will not be duplicated by anyone. Station keys / pass cards will be issued on a "need to have" basis only. When the need for station keys or passes no longer exists, they will be turned in. Any requisitions for station keys will be cleared through the operations/administrative sergeant, station lieutenant or station commander. The loss of any station key / pass card will be reported immediately to the operations/administrative sergeant.
3. Pay checks will not be left unattended on the front desk after office hours. After the front office is closed, the checks should be placed in a designated secure place.
4. Station exterior doors will be closed and locked unless they are being visually monitored.
5. Arrested persons should be processed at facilities designated for prisoner processing, and should not be taken to specialized unit facilities without the approval of a supervisor.

#### F. Station Neatness

1. All station personnel shall be responsible for reasonable neatness and cleanliness of the station. When messes are made by prisoners and visitors, the deputy who has custody of them will see that the condition is cleaned up.

2. Various administrative items (e.g., office equipment, supplies, etc.) shall be returned to their original locations once deputies are done using them. This includes any Department forms taken by deputies that subsequently are not needed. This is to prevent the next person from having to search for what he/she needs and minimize waste.
3. Conference rooms shall be maintained and kept in a clean and orderly condition at all times. All personnel using conference rooms will be responsible for leaving them in a neat, clean, and orderly condition.
4. The station coffee facilities and refrigerator have been provided strictly for the convenience of station personnel. Soda cans will not be left on counter tops, desk tops, or tables. During non-office hours, patrol sergeants will be responsible for making sure the coffee pot is turned off when unattended.

#### G. Station Hours

1. Sheriff's Stations shall maintain the following office hours:  
0800 to 1700 hours, weekdays
2. Office doors will be unlocked during office hours unless there are overriding issues that make this unsafe or impractical. The facility commander shall have the authority to determine whether such issues exist and act accordingly.
3. Office doors will be shut and locked at all other times. All personnel will use the keys/pass cards issued to them for entry and will leave doors locked.
4. All Department employees coming to the station during off-duty hours shall be suitably dressed. Acceptable attire for these situations is as defined by the Department's P&P 3.19 (Casual Friday Wear).

#### H. USE OF STATION FACILITIES/EQUIPMENT

1. Police, office and janitorial supplies shall be issued by sergeants or by authorized personnel only. No janitorial supplies or equipment will be removed from the station.
2. Personal lockers shall be kept orderly and shall be locked when not in use. Personal equipment left outside on top of lockers should be placed there in a neat and orderly manner without using old and worn cardboard boxes as containers.
3. The copy machine shall be used for official business only. Unauthorized use of the copy machine is not permitted.

4. Heater/air conditioner controls are automatic and should not be moved or readjusted.
5. Patrol vehicles shall be parked only in designated spaces in the station parking lot.
6. Personal vehicles shall not be parked in spaces reserved for Sheriff's vehicles.