

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject ACCESS TO SECURED OFFICE BUILDINGS	Policy Number GD-14 Effective Date 12-04-19
Related Information DH-1, <i>Jail Access</i> GC-2, <i>Management of Maricopa County Sheriff's Office Badges and Identification Cards</i>	Supersedes GD-14 (12-10-09)	

PURPOSE

The purpose of this Office Policy is to outline procedures regarding access to secured Office buildings.

Although this Office Policy refers to “employees” throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to only allow authorized employees and visitors access into secured Office buildings in order to maintain safety for employees and ensure the protection of Office property and criminal justice information.

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, full-time, part-time, contract, temporary, or probationary status.

Maricopa County Sheriff's Office (MCSO) Identification Card (ID): A picture MCSO ID issued to employees, volunteers, cross-certified federal peace officers, and designated contractors, that identify the person as a member of, or associated with, the MCSO.

Secured Office Buildings: Any Maricopa County-owned, leased building or occupied area used by the Office, in which access to members of the public is restricted.

PROCEDURES

1. **Identification Requirements:**

- A. Access to secured Office buildings shall be strictly limited to identified employees of the Office, other identified law enforcement agency representatives, authorized visitors and inmates, and Maricopa County employees conducting official business with the Office, such as but not limited to attorneys, Facilities Management, and housekeeping personnel. Further restrictions may apply to jail facilities due to their increased security, as specified in Office Policy DH-1, *Jail Access*.
- B. All employees issued a Maricopa County Sheriff's Office (MCSO) Identification (ID) card, or badge, as specified in Office Policy, GC-2 *Management of Maricopa County Sheriff's Office Badges and Identification Cards*, shall possess it at all times while in a secured Office building,

unless otherwise authorized. Generally, non-uniformed personnel shall visibly display their badge or MCSO ID card on their clothing while in a secured Office building.

- C. Personnel not employed by the Office who have been issued a courtesy ID card, as specified in Office Policy DH-1, *Jail Access*, are required to display the card in a visible location on their clothing while in a secured Office building. Courtesy ID cards are issued to persons after a satisfactory record check is completed by the Human Resource Services Division. Courtesy ID cards include a photo, an expiration date, and are issued as followed:

- 1. Red Stripe ID Card: Those displaying a courtesy ID card having a solid red stripe across the top shall be granted access to all secured Office buildings, including the jail facilities.
- 2. Blue Stripe ID Card: Those displaying a courtesy ID card having a solid blue stripe across the top shall be granted access to all secured Office buildings, excluding the jail facilities.

2. **Maricopa County Sheriff's Office Headquarters Building Security:**

- A. Employees not assigned to the MCSO Headquarters (HQ) building and visitors requesting access to the HQ building, shall check in with security at the front entrance and provide a valid government-issued picture identification to security personnel.
- B. Visitors shall specify the person to be seen, or the area in which they have business.
 - 1. An employee from the area and/or division shall escort the visitor to and from the front entrance, upon the completion of their business.
 - 2. Visitors may be issued a visitor's pass, which shall be worn in a visible location on their clothing, during the time they are inside the HQ building.
 - 3. Upon departure, the visitor's pass should be returned to security personnel.

3. **Other Office Building Security:**

- A. Visitors who are not accompanied by Office employees are only allowed access through designated public entrances. Access doors may be secured to prevent unauthorized entry.
- B. Division Commanders, or their designees, shall be responsible for ensuring visitors are properly monitored and escorted as appropriate, throughout the normal course of business.
- C. To properly maintain security for stored items and/or evidence, other divisions within the Office, including but not limited to, the Property Management and Scientific Analysis Divisions, may require additional building security measures.
- D. Division commanders, or their designees, shall be responsible for monitoring security, identifying problem areas, and recommending improvements within their respective areas. Suggestions regarding building security shall be directed to the appropriate division commander. The Construction Maintenance Warehouse Division Commander, or designee may be contacted to offer solutions in order to meet operational needs.