



**Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-152 BUILDING SECURITY (Daily)
Revised 02/24/2015**

152 BUILDING SECURITY

PURPOSE

The purpose of this General Order is to establish policy and procedures for building security.

POLICY

It is the policy of the Las Cruces Police Department (LCPD) to maintain building security at all of its facilities; employees are granted access commensurate with their authority and position/job classification.

APPLICABILITY

This General Order applies to all employees. This General Order supersedes all previous General Orders.

REFERENCES

NMML OPR.10.06

152.01 GENERAL PROCEDURES

- A. All exterior entries into the building shall be secured at all times and accessed through the use of a key, key card, or key fob.
- B. Department employees shall have a department-issued commission card and/or identification badge on their person at all times while on duty.
- C. All vehicles shall be locked and secured while parked unattended in parking areas.
- D. Employees shall immediately report suspicious persons, packages, vehicles, and/or activity to an on-duty supervisor. Employees shall not move any suspicious packages or items.
- E. Access to secured areas shall be limited to employees and/or persons assigned to those areas. Other persons may enter a secured area when escorted by an authorized employee.



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- F. Any commissioned officer who encounters a person in any area of the building not wearing a visible identification badge, and/or is not recognized as a department employee, shall challenge that person and escort him/her to the station office. An on-duty sworn supervisor shall be notified immediately and respond to investigate the circumstances.

152.02 VISITORS

- A. All visitors shall be issued a visitor badge at the station office prior to entry. Visitor badges shall be visibly displayed over the outer garments at all times while occupying any area of the building including parking areas.
- B. The visitor badge shall be turned in to the station office prior to the visitor's departure.
- C. Visitors are not allowed to carry any package into the building without approval. If the package is approved for entry, the visitor may be required to display the contents prior to entry. Deliveries originating from the US Postal Service, UPS or private vendors shall be received through the Evidence Unit.
- D. Visitors shall be escorted to and from their destination by the section or unit employee(s) they are visiting.
- E. All visitors are subject to search and challenge by commissioned personnel.
- F. When public events are being held at the department visitors attending these functions will still be required to sign-in and provide identification but will not be issued visitor badges. It is the responsibility of the Las Cruces Police Department Personnel involved in the event to insure that visitors do not leave the specified meeting place.
- G. Other law enforcement agency personnel in uniform or with proper identification will not be required to wear a visitor badge.
- H. The station office is open during normal business hours. Any visitor after these hours must be escorted by Las Cruces Police Department Personnel and have a valid reason for being in any area of the building.



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152.03 STATION OFFICE

- A. The on-duty station office employee(s) are responsible for front entrance security. On-duty commissioned officer(s) shall be immediately notified of any suspicious persons, packages, vehicles, and/or activity.
- B. On-duty station office employee(s) shall log in all visitors to the department and issue a visitor identification badge to all visitors. Station office employee(s) will then log the visitor out and collect the visitor badge upon the visitor's departure.
- C. Prior to going off duty, station office personnel will conduct a visitor badge inventory and report any missing badges to the Administrative Services Manager.
- D. Station office employees shall not accept any packages at the front desk to include letters and envelopes. Exceptions may include legitimate carriers (i.e. Fed Ex, UPS, etc.). The Administrative Services Manager shall be contacted regarding deliveries from carriers.

152.04 RESTRICTED AREAS

- A. Access to the following areas is limited to employees authorized by the Chief of Police:
 - 1. Criminal Investigations Section
 - 2. Traffic Section
 - 3. Evidence Unit
 - 4. Booking Rooms
 - 5. Interview Rooms
 - 6. Transcription Unit
 - 7. Records Unit
- B. All official business shall be conducted at the appropriate service window unless authorized by a supervisor.



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152.05 KEYS AND KEY CARDS

- A. The Chief's Office shall be responsible for granting employees the appropriate level of access to department facilities commensurate with their authority and position/job classification. Employees are responsible for the security of keys and key cards and shall immediately report the loss of any key/key card to their immediate supervisor who shall report the loss to the Chief's Office.

- B. Upon termination with the department all keys, key cards, and key fobs shall be returned to the Chief's Office.