



Sheridan Police Department
Policies and Procedures
26.5
Chapter 26 – Facilities & Security
Section 5 – Restricted Access

Date: January 1, 2013
Revised: 05/13/2022

Signature:

Access to certain portions of the police department is restricted to improve functionality and increase accountability.

26.5.1 Restricted Access

- A. Employee access to certain areas of department facilities is controlled or restricted to those assigned to, or having official business there. These areas include:
 - 1. Communications center;
 - 2. Communications equipment room;
 - 3. Records division;
 - 4. Property and uniform rooms;
 - 5. Evidence rooms;
 - 6. Armory; and
 - 7. Tactical team locker.
- B. Communication Center
 - 1. The Sheridan Police Department Communication Center is a professionally maintained facility with a high degree of responsibility to the officers and the public it serves.
 - 2. The department recognizes that certain activities will require the presence of employees other than communication operators to be present in the communication center. When job responsibilities require their presence in the center:
 - a. Employees need to be aware of the importance of the communication center and the need for business to be conducted in a professional manner.
 - b. Employees need to ensure they do not create a disruption that creates a liability to the department.
 - 3. Supervisors will monitor the presence of personnel within the communication center to ensure their presence is necessary and not disruptive.
- C. Communications Equipment Room
 - 1. Access to the communications equipment room is restricted to department employees, custodial staff and vendors as needed. Vendor and maintenance access must be granted by the patrol operations lieutenant or designee.
- D. Records Division
 - 1. It is the policy of the police department to restrict access to records files to ensure their security. Access to records files is limited to personnel assigned to the division, supervisors, and to persons specifically authorized by the chief of police.

2. Records division personnel are available weekdays between the hours of 0800 and 1700 to assist officers and citizens with requests for records. During the hours the records division is staffed, only records division employees are authorized to obtain documents from records.
- E. Access to the property room and uniform storage room is controlled by the police property manager.
 - F. Authorization for access to evidence is established in section 12.1.3.
 - G. Armory access is limited to firearms staff, chemical agent instructors and K9 Handlers.
 - H. All employees are responsible for the security of their assigned work areas and for locking doors to those areas as necessary.
 1. Officers shall not place weapons, or permit weapons to remain unattended, in their assigned work areas or other public areas of the department.
 2. Supervisory and command officers shall be responsible for the proper condition and maintenance of facilities assigned to their control.

26.5.2 Off-Site Communications Equipment

- A. Employees will be attentive to department communication sites and equipment.
- B. Employees will investigate apparent unauthorized entry, access, or tampering and take appropriate action to safeguard department communication equipment.

26.5.3 Emergency Access

- A. The patrol area KeyPer box has master keys for the department and some other city facilities.
- B. Following emergency situations in which the key is used, the user shall submit a memo to his or her bureau commander explaining the use.
- C. The bureau commander shall be responsible for re-securing the key.