
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>302.00 POLICE BUILDING/CITY HALL SECURITY</b>
	<b>Effective Date: August, 2011</b>
	<b>Approved:</b> _____  <b>Chief of Police</b>

- I. Building security is the responsibility of the Station Sergeant, who shall ensure that the Information Desk Detention Officer or other employee makes the scheduled security checks. Scheduled security checks will be conducted by physically checking each location.
- II. Within one hour after reporting for duty, or one hour after authorized Police Building and City Hall activities have ceased, whichever is later, the Information Desk Detention Officer shall ensure the security of the buildings. All doors listed in a Building Security Standard Operating Procedure maintained at the Police Information Counter shall be secured.
- III. When a janitorial crew is on duty, a preliminary security check as required by this order shall be performed. However, locking of doors may be deferred until after the janitorial crew has departed.
- IV. Within one hour prior to the end of his tour of duty, if during non-business hours, the Information Desk Detention Officer shall ensure the security of all doors listed in the Building Security Standard Operating Procedure.
- V. During non-business hours, the Information Desk Detention Officer will also conduct a third building security check. This check should be conducted at varying intervals, so that a consistent pattern of security checks is not apparent.
- VI. Access to secured areas of the Police Building will be granted only to individuals who have legitimate departmental or city business to conduct in those areas. No individual will be granted access to a secured area of the Police Building without being accompanied by an employee of the Mesquite Police Department, except that, after normal business hours, access to the Main Lobby first floor restroom of the Police Building may be granted to citizens if they request access and are conducting police related business. It is the Information Desk Detention Officer's responsibility to monitor the citizen's actions.
- VII. Persons who wish to enter a secured area of the police building for a personal visit or other non-departmental purpose shall not be admitted to that secured area without prior approval from a lieutenant or above. If approved, the visitor must be accompanied by an employee at all times.
- VIII. No employee shall leave unsecured any door required by this order to be secured, during non-business hours.

EFFECTIVE: May, 1984; REVISED: September, 1990; FORMERLY: D/84- 15, 74-15; REVISED: March, 1997; REVISED: August, 2011