
	MESQUITE POLICE DEPARTMENT
	309.00 VISITOR IDENTIFICATION
	Effective Date: August, 2011
	Approved: _____  Chief of Police

- I. Visitor badges will be issued to and required of all persons (other than City of Mesquite employees, uniformed law enforcement officers, and prisoners) who enter a secure area of the police facility.
 - II. "Secure area of the police facility" currently means that area accessible only through normally-locked doors or any area requiring access with a key fob or key card.
 - III. Visitors will receive visitor badges at the Police Information Desk. Visitors shall present valid identification, such as a driver's license or other valid picture I.D. card, which shall be retained at the Information Desk until the visitor turns in his visitor badge upon leaving the area.
Exceptions:
 - A. Law enforcement officers in uniform shall not be required to wear a visitor badge.
 - B. Law enforcement officers in civilian clothing, employees of the contract janitorial service or contract maintenance firms engaged in work for the city in the secure area of the building shall not be required to present identification if they are known to or identifiable by the employee authorizing admittance. Such individuals shall be requested to return their visitor badges upon leaving the secure area.
 - C. Visitors without a valid picture identification card or Driver's License will be issued a visitor badge at the discretion of the admitting employee.
 - IV. Individual visitors will be issued a plastic-laminated, clip-on style visitor badge for the duration of the visit. Badges will be color coded to designate what area the visitor is allowed to enter. A list of current badge colors will be maintained at the front desk. Visitors will be signed in and out on a log maintained at the front desk.
 - V. The employee who authorizes admittance to the secure area, whether the front desk detention officer or police officer, CID investigator, Physical Evidence investigator, Community Policing Tour Guide, etc. shall be responsible for requiring the visitor to be identified with a visitor badge.
 - VI. The employee who authorizes admittance to the secure area shall be responsible for ensuring the visitor's name, location to be visited, and the date and time are recorded on the visitor log. (Tour groups shall be logged by group name, rather than listing each individual name.)
 - VII. The employee in charge of the log shall ensure the time the visitor leaves is recorded on the log, and that the plastic-laminated badge is returned as the visitor leaves the secure area.
 - VIII. Visitors to offices in non-secure areas of the police facility will not be required to wear visitor badges.
 - IX. Non-secure areas of the facility are limited to those that are adjacent to the main lobby area accessible only through walk up windows and areas not requiring key fob or key card access.
- EFFECTIVE: May, 1989; REVISED: September, 1990; FORMERLY: D/89-79; REVISED: August, 2011

Mesquite Police Department Prisoners' Visitor Log								
Visiting Hours: 2:00 p.m. – 4 p.m.								
Date	Time	Visitor's Name	D.L.#	Address	City	State	Prisoner's Name	Relationship

Exhibit No. 300-2 Visitor Identification Log