

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject ACCESS TO SECURED OFFICE BUILDINGS	Policy Number GD-14 Effective Date 11-05-24
Related Information DH-1, <i>Office Jail Access</i>		Supersedes GD-14 (12-04-19)

PURPOSE

The purpose of this Office Policy is to establish guidelines and 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, contract, or temporary status.

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

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. **Access and Identification Requirements:**

- A. Identification requirements for access to secured Office buildings shall be strictly limited to identified employees of the Office, other identified law enforcement agency representatives, authorized visitors, designated contractors, vendors, inmates, and Maricopa County employees conducting official business with the Office, such as but not limited to attorneys, Maricopa County Facilities Management, and housekeeping personnel.
- B. Additional restrictions regarding access into any Office jail facility shall be followed, as specified in Office Policy DH-1, *Office Jail Access*.
- C. All employees issued an Office Identification (ID) card shall possess it at all times while in a secured Office building, unless otherwise authorized. Generally, non-uniformed personnel shall

visibly display their Office-issued ID card on their clothing and non-uniformed deputies and detention officers shall visibly display their badge or Office-issued ID card on their clothing while in a secured Office building.

- D. Personnel not employed by the Office who have been issued a Courtesy ID Card, as specified in Office Policy DH-1, *Office 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 Pre-Employment Services Division. Courtesy ID Cards shall include a photo, an expiration date, and are issued as follows:
 - 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 Office 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 Office jail facilities.
- 2. **Maricopa County Sheriff's Office (MCSO) Headquarters Building Security:** Employees not assigned to the MCSO Headquarters (HQ) building seeking access to the HQ building, shall check in with security personnel at the front entrance and show their Office-issued ID card or badge. Non-employee visitors requesting access to the HQ building shall check in with security personnel at the front entrance and show a valid government-issued picture identification to security personnel.
 - A. If possible, employees assigned to the HQ building should notify security personnel of scheduled visitors.
 - B. Employees and non-employee visitors shall specify the person to be seen, or the area in which they have business. 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. Upon departure, the visitor's pass should be returned to security personnel, if issued.
 - C. Upon verification of the visitor's appointment or business an employee from the HQ area and/or division shall escort the visitor to and from the front entrance, upon their arrival and completion of their business.
- 3. **Other Office Building Security:** Further Office building security measures to be considered are as follows:
 - 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 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 to properly maintain security for stored, safekeeping, or evidentiary items.
 - D. Division commanders or designees shall be responsible for monitoring security, identifying problem areas, and recommending improvements within their respective areas. Suggestions regarding building security or maintenance issues shall be directed to the appropriate division

commander or designee. The Construction Maintenance Warehouse Operations Division Manager or designee may be contacted to offer solutions to meet operational needs.

- E. Any employee or any individual participating in an interview at the Professional Standards Bureau (PSB) office or participating in a Pre-Determination Hearing (PDH) at the HQ building shall be required to secure all weapons, to include firearms and knives, prior to entering the secured area of the PSB office or HQ building.