



Visitor Access to the Southborough Police Station

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This policy provides guidelines for the admission of visitors to the Southborough Police Station.

Definitions:

Visitor- Anyone who is not a current or former member in good standing of the Southborough Police Department.

Police Officer- Any federal, state, county or municipal law enforcement officer with proper identification.

Escorted Visitor- A visitor in the company of a Southborough Police Department member.

Unescorted Visitor- A visitor not in the company of a Southborough Police Department member.

Town of Southborough Employee- A visitor who is employed by the Town of Southborough with proper identification.

Unrestricted Area(s)- The entrance lobby, lobby conference room, and the training room when an authorized event is taking place.

Restricted Area(s)- All areas not defined as unrestricted or secure.

Secure Area(s)- The cell block area, dispatch area, armory, evidence processing, dead records, IT room, and the male/female locker rooms.

Procedure:

A. **Access:** Access to the Southborough Police station by visitors shall be allowed under the following conditions;

- I. **Unrestricted Areas-** Visitors with police business or attending an authorized event in the training room will not be required to be escorted or display a visitor badge.
- II. **Restricted Areas-** Visitors seeking access to restricted areas will only be admitted after providing valid identification and valid reason to an on duty dispatcher or officer. Vendors or contractors doing authorized work may be given restricted access swipe cards when needed. If the visitor is known to the on duty dispatcher or officer, than presentation of valid identification is not required.

Escorted visitors are not required to wear a Visitor Badge and, at the discretion of an officer or dispatcher, may not be required to present valid identification if the visitor is known to the officer or dispatcher.

Unescorted visitors, who are not police officers or Town of Southborough Employees are required to wear a Visitor Badge on a lanyard at all times.

- A valid ID must be presented to obtain a Visitor Badge (Minors in presence of an adult with valid identification are exempted from this requirement).
 - *The ID will be placed in the Visitor Badge Box* while visiting.
 - The Visitor will then fill in the Visitor Log-in Sheet.
 - The Dispatcher/ Officer issuing the Visitor Badge will confirm the Visitor's ID and may check the visitor in LEAPS (BOP) and WMS.
 - Upon completion of visit and return of Visitor Badge, the ID will be returned.
- III. **Secure Areas-** Visitors are not allowed in secure areas unless accompanied by a police officer and in accordance with Southborough Police Policies & Procedures 3.02 and 3.04.

B. **Monitoring of Visitors:** All visitors to the Southborough Police Station, whether escorted or unescorted, shall be monitored.

- I. **Closed Circuit Camera System-** The on-duty dispatcher will monitor visitors via the closed circuit camera system.
- II. **Encountering visitors-** Any Southborough Police Department employee who encounters any person(s) in the Station who is unknown to them

and not properly identified in accordance with this order, shall question the person regarding their identity and purpose for being in the police station and shall ensure that person(s) receives a Visitor Badge (if applicable); and displays the Visitor Badge during their visit or is escorted to a proper location or removed from the building if necessary.