



**SACRAMENTO POLICE DEPARTMENT
OFFICE OF INVESTIGATIONS**



**310.05
SECURITY - OFFICE OF INVESTIGATIONS
4-11-21**

PURPOSE

To set procedures for the security of the Office of Investigations (OOI).

POLICY

It shall be the policy of the Sacramento Police Department to maintain security of the Office of Investigations at all times.

PROCEDURE

A. DEFINITIONS

1. OFFICE OF INVESTIGATIONS - includes, but is not limited to all physical areas, equipment, records and files.
2. LIMITED PUBLIC ACCESS - the public is not allowed access to any investigative area unless personally escorted and whose presence is necessary to conduct official business.

B. GENERAL

1. Security of the OOI shall be the responsibility of all officers and non-sworn personnel assigned.
2. All areas within this office are considered as having "limited public access".

C. SECURITY - NORMAL BUSINESS HOURS

1. Employees working the Public Counter shall instruct the visitor to take a seat and to remain there until contacted by the investigator.
2. Employees working the Public Counter shall notify the investigator or supervisor that a visitor is waiting in the lobby.
3. The investigator or supervisor allowing the visitor access to secure areas will have the visitor sign-in on the Visitor's Log and obtain a Visitor's Pass from the security booth. Professional staff from outside agencies may be exempt from this requirement.
4. Once admitted into an investigative area, the visitor shall be escorted at all times, usually by the investigator from the section they came to visit.

D. SECURITY - NON-BUSINESS HOURS

1. Circumstances may require the public to come to the OOI outside normal business hours. Sworn personnel shall ensure their visitors are escorted at all times, including restroom visits and departure.