

# UW Whitewater Police



## Visitor Policy

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Special Instructions:

Approved By:  
Chief Kiederlen

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### I. Purpose

This policy establishes guidelines to help ensure employee safety and the physical security of the UW- Whitewater Police Department.

### II. Policy

The UW- Whitewater Police Department shall operate under a system of accountability regarding department facilities that protects the safety and security of all persons and property.

### III. Procedure

The UW- Whitewater Police Department is a secured facility, allowing only department approved personnel access to the department by means of both a manual and electronic locking system. Access to the lobby is restricted to normal business hours. Interior doors providing access to the police department not open to the public shall remain closed and locked at all times unless directly controlled by a department employee.

Police Department employees, Whitewater city officers and authorized custodial employees have access to the department from all doorways. Additional authorized personnel include those persons who have been provided "proximity" cards (HawkCard), FOBS and/or keys allowing facility access. A file shall be maintained of authorized personnel who have been provided with proximity cards, FOBS and/or keys.

#### A. VISITOR IDENTIFICATION SYSTEM

The visitor identification system is designed to identify all visitors that enter the department. All visitors entering the police department will be subject to having their person and property searched by sworn or trained personnel. Both interior entrance doors from the lobby are posted advising visitors of this policy. The search of visitors will be left to the discretion of the officer allowing access to the interior of the public safety building.

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## B. VISITOR LOG

All visitors entering the department shall complete the Visitor Log. The Visitor Log shall include the following:

1. Date of visit
2. Name
3. Purpose of visit
4. Time in
5. Time out

This log shall be maintained for a minimum of one year and shall be reviewed frequently for accuracy and completeness by the Administrative Supervisor or their designee. The Visitor Log and Visitor Badges are located in the front office.

## C. VISITOR IDENTIFICATION BADGE

In addition to completing the Visitor Log, all visitors entering the department shall be issued a visitor identification badge. There are two types of visitor identification badges:



### Red Badge

Visitors who require escort by authorized personnel for the duration of their visit.

### Green Badge

Visitors who have unescorted access to the department.

Examples of visitors who may have unescorted access include, but are not limited to, maintenance personnel, IT personnel, and other law enforcement officers. A list of persons who may have unescorted access is provided on the clipboard with the visitor log.

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It is the responsibility of all employees to ensure that all visitors to the department are properly identified. If an employee finds a visitor in the police department without a visitor identification badge, or conducting affairs that appear to be inconsistent with the visitor's authority, that employee will identify the visitor and inquire into their activities. Violations shall be reported to a supervisor.

## **D. EXCEPTIONS TO THE VISITOR IDENTIFICATION SYSTEM**

There are prescribed exceptions to the Visitor Identification System. The following persons are not required to complete the Visitor Log or obtain a visitor identification badge prior to entering the department:

1. Complainants, witnesses, suspects and prisoners. Said persons shall remain under the immediate control of an officer at all times.
2. Groups of citizens visiting the department as a part of tour, provided they are under the direction and control of a department member at all times. This includes members of the CARE team for their weekly meeting.
3. Other law enforcement or personnel from a related field (e.g. Probation/Parole, DA's Office, Social Services etc.) while participating in an investigation or training.

