

Hamden Police Department General Orders

Policy Number: 028-016

Effective Date: April 1, 2012

Section: General Operating
Procedures.

Rescinds: August 01, 2005

Title: Employee Access Control.

Approved By: Police Commission

Approval Date: November 14, 2012

PURPOSE

To establishes the need, purpose and importance of the Identification/Access card system.

POLICY

The issuing and wearing of an I.D. card identifies that the wearer has official and regular business at the Hamden Police Department. The absence of an I.D. card will indicate that the visitor/person needs to be verified and checked in.

Procedures

Personnel are encouraged to ask unknown visitors as to their business and escort that person to a location to obtain assistance or to notify officers that someone is wandering around the building. (Refer to visitor access policy).

A. General I.D. Card Usage.

1. All employees will be issued a Hamden Police identification card, with photo, as prescribed by the Office of the Chief of Police.
2. All non-uniform employees will wear their I.D. card at all times in a visible location at or above the waist while on duty.
3. All contract, temporary and intern employees will wear at all times in a visible location, an I.D. card as prescribed by the Office of the Chief of Police.
4. All employees will "swipe" in to the proximity readers.

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5. Employees are not to allow multiple accesses to other personnel without all employees "swiping" in.
6. In the event an employee's ID card is lost or stolen, the employee can utilize the telephone at the main entryway of the police station to gain access through the front desk.
7. I.D. cards are issued for the exclusive use of the named employee and are not to be loaned to anyone. I.D. cards remain the property of the Hamden Police Department and must be surrendered upon demand by HPD, or upon termination, suspension or retirement.
8. Employees must report lost or stolen I.D. cards to their supervisor as soon as possible. It will be the responsibility of the supervisor to notify Information Technologies (IT) of any lost or stolen ID cards. If the employee is unable to contact their supervisor, the employee should report the lost or stolen card to the on-duty supervisor immediately.
9. As soon as possible IT will delete the lost card from the database to prevent unauthorized access.
10. Supervisors will ensure that all employees wear the I.D. card while at HPD. If forgotten, employees will be issued a temporary visitor card.

B. Issuing Identification Cards.

1. HPD will assure that all department employees are issued the prescribed photo I.D. card.
2. Management will notify Information Technology Services within the first week of a new employee start date in order to issue the card.
3. I.D. photos will be with shirt and tie for both police and civilians except where civilian gender applies.
4. I.D. cards are to be returned to HPD when an employee separates from HPD. The Training Division will accept the returned card along with other issued equipment. It will be the training supervisor's responsibility to return the ID card to HPD IT for disposal.

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5. HPD IT as directed by the Chief's office will issue I.D. cards for long-term contract employees working at the police department and collect cards when each person has completed their assignment.

C. Issuing of alternate Electronic Access Control Device.

1. Officers may request an alternate Electronic Access Control Device to be used to "swipe" proximity readers. This request is to be made in writing to the Information and Technology Officer.
2. The alternate Electronic Access Control Device will then be issued by the Training Division.

D. Replacement of Lost, Malfunctioning or Damaged Identification Cards.

1. If an issued badge is lost, damaged or not working it will be the responsibility of the individual that the I.D. was issued to provide a report of the situation.
2. Contact IT to set up a time to obtain a replacement ID. The old I.D. will be turned in.

E. Replacement of Lost or Damaged Law Enforcement Retired Identification Card.

1. If a retired law enforcement officer damages or loses an issued retiree badge it will be the responsibility of the individual the I.D. was issued to, to file a lost I.D. report detailing the incident.
2. Contact by the retiree of the Chief's office to obtain authorization of the new I.D. is the responsibility of the retiree.