

## **UNIT ORDER #63 - BUREAU SECURITY**

### **PURPOSE OF THIS ORDER:**

To ensure we protect the sensitive and confidential information entrusted to Professional Standards Division, we must diligently work to ensure the Bureau is secure

### **SCOPE:**

- The following security measures will be followed when dealing with visitors to the bureau: All visitors to Internal Affairs Bureau (IAB) shall check in with the receptionist prior to entering the Bureau. This shall be done by signing in on the Bureau visitor's log. If you have interviews scheduled or expect visitors, please advise the receptionist. When your guest or interviewees arrive the receptionist will call you to the lobby where you will meet them. Individuals not assigned to the Bureau will not be allowed to walk through the Bureau unescorted.
  - Advocacy and personnel assigned to the Division will be the only units in the Commerce facility exempt from this rule as they have daily business in the Bureau which requires unfettered access.
  - If you meet with a visitor in your office or cubicle, you will personally escort them back to the lobby (not the back door).
  - If you see individuals who are not assigned to the bureau walking our halls, stop them and inquire if they need assistance. If they are unescorted, escort them to their destination and ensure that someone is there to receive them.
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