40/11 Visitorsâ€™ Log

PURPOSE OF ORDER:

This order outlines entry and exit procedures at Central Property and Evidence for any person not assigned to the unit.

SCOPE OF ORDER:

This order shall apply to any person, other than assigned Evidence and Property personnel, entering and exiting the Central Property and Evidence office and/or warehouse.

ORDER:

Any person who is not assigned to Central Property and Evidence will be required to sign an established visitors' log upon entering and exiting the office and/or warehouse. The visitors' log identifies the individual, time and date of entry/exit, and purpose for entry.

All visitors shall be in the immediate physical presence of departmental Property and Evidence personnel.

All visitors' logs will be kept on file.