

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 561-S

REFERENCE STANDARDS:

SUBJECT: Visitor Log

PURPOSE: To establish a method to identify individuals who are visiting within the secure areas of the police department.

I. VISITOR LOG

- A. The visitor log will be located in the Records section of the police department.
- B. The Records Clerk or other department personnel will notify the visitor to complete the line entry in the Visitor Log after which, the visitor will be issued a Visitor Badge for display upon their person while in the Department. The current date will be inserted on the badge in the field "EXPIRES ON". (Appendix A)
- C. For any group tour, the leader of the group will be recorded along with the number in the group. Each member of the tour shall be issued a Visitor Badge.
- D. Upon completing the visit to the Department, the visitor shall complete the line-entry in the Visitor Log indicating their departure time. The Visitor Badge does not need to be returned upon their departure.
- E. At the end of each shift a Records Clerk will check the log to determine if all visitors are accounted for and notify the in-coming clerk.

HANOVER PARK POLICE DEPARTMENT VISITOR LOG

[illegible]