



SUBJECT

**Administrative/Patrol Supervisor's
Office Access**

NUMBER

404/53

EFFECTIVE DATE:

08-26-09

AMENDS:

08-12-08

RESCINDS:

**DISTRIBUTION: Administration, CID, Patrol,
Communications, Clerical**

REFERENCES:

CALEA Chpt. 82 / IACLEA Chpt. 85 / TPCFA

- .10 The purpose of this procedure is to maintain the security of the Administrative and Patrol Division Supervisor's offices and the contents of police department records contained therein.

- .12 The offices of the Administrative staff and Patrol Division Supervisor's offices shall be secured any time an Administrative or Patrol Division supervisory officer is not present in the office or the building housing the office.

- .13 Members will not enter an Administrative or the Patrol Supervisor's office without the knowledge and permission of the Administrative or Patrol Division supervisory officers.

- .14 Patrol officers who are allowed access to the Patrol Supervisors office for report writing purposes will limit their activities in the Patrol Supervisor's office to the accomplishment of that task.