



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.29

TITLE: SELF-IDENTIFICATION/BUILDING SECURITY

EFFECTIVE: 02/05/2017

REVISED: Replaces Policy/Procedure 227

PURPOSE

The purpose of this Chapter is to establish procedures for self-identification by New Orleans Police Department members using their credentials, including when members must identify themselves to the public.

POLICY STATEMENT

1. All NOPD members, regardless of civil service classification, whether in uniform or not, and whether on duty or off duty, shall maintain proper New Orleans Police Department credentials and display them or provide them when appropriate in accordance with this Chapter.
2. All members of the Department are responsible for maintaining situational awareness of the facility in which they work and, within their individual capabilities, reporting, questioning or intervening in possible security breaches. Safety and security of facilities is every member's responsibility.

INSTRUCTIONS

3. All members, when not in uniform, shall display their NOPD-issued credentials before acting in an official capacity unless the urgency of the situation prevents such identification.
4. Commissioned members, when not in uniform, shall wear their badge(s) in a clearly visible area when on a crime scene, when responding to radio dispatch calls, or when exercising their authority as a police officer.
5. All members, when acting in their official capacity, shall courteously and professionally display their credentials, providing the individuals with whom they are engaging a reasonable opportunity to examine those credentials.
6. All members, when acting in their official capacity, shall courteously provide their name, rank, badge number, or civil service classification to any person who reasonably requests this information.

7. All members entering police headquarters, when not in Class A or B uniform (see **Chapter 41.10 – Uniform Regulations**) shall have their badge or official credentials displayed. While in police headquarters, the identification credentials or badge shall remain displayed at all times.
8. Responsibility for the security and access control of police headquarters lies with the Deputy Chief of Management Services Bureau unless otherwise directed by the Superintendent.
9. The Deputy Chief of MSB shall ensure that the front desk security post in the main lobby of police headquarters is staffed during public access business hours.
10. NOPD Headquarters is open to the public on Monday through Friday (except holidays) from 7 a.m. to 5 p.m. Guests, visitors, or anyone who is not an NOPD member or being escorted by an NOPD member, when entering police headquarters, must enter through the main doors at the front of the building and check in with the front desk security personnel.
11. The following process / procedure is to be followed for non-NOPD members who conduct business above the main floor:
 - (a) Visitors must state the reason for their visit and the unit or person they wish to see.
 - (b) Visitors must present picture identification and answer routine identity questions.
 - (c) No weapons are allowed in police facilities except those carried by credentialed law enforcement officers (NOT security officers or concealed carry permit holders).
 - (d) No backpacks or baggage. Purses and briefcases are allowed but can be subject to security checks.
 - (e) A computer check is made of all visitors requesting access.
 - (f) The unit / member will be contacted to announce the visitor.
 - (g) A Visitors Pass (see **Appendix – HQ Building Security Pass**) with a photo of the person will be issued for the floor level only. Any access other than indicated on the pass will subject the person to ejection and possible criminal charges.
 - (h) A security watermark indicating “**VOID**” will automatically appear after 3 hours in the lower right-hand corner white dot of the Visitor Pass. The pass must be renewed on or before that time if the visitor’s business is not concluded.
12. Credentialed news media representatives are allowed past the front desk security post after announcement and verification and do not require a Visitor’s Pass.
13. Visitors will be given the appropriate visitor floor pass upon verification of their identity and after the unit or member they need to see has/have been contacted. These visitor floor passes are to be visible at all times and restrict visitors to those areas indicated on the passes. Individuals observed within the police headquarters building without a pass, in an area not authorized by the pass, or without displayed credentials should be stopped and questioned as to their identity and destination within the building.
14. All security violations shall be brought to the attention of the front desk security post during public business hours. Outside of public business hours, security violations shall be reported to the member’s supervisor and handled as a criminal matter.
15. Anyone not a member of the NOPD entering a police facility other than police headquarters shall be escorted by a member of the Department at all times.

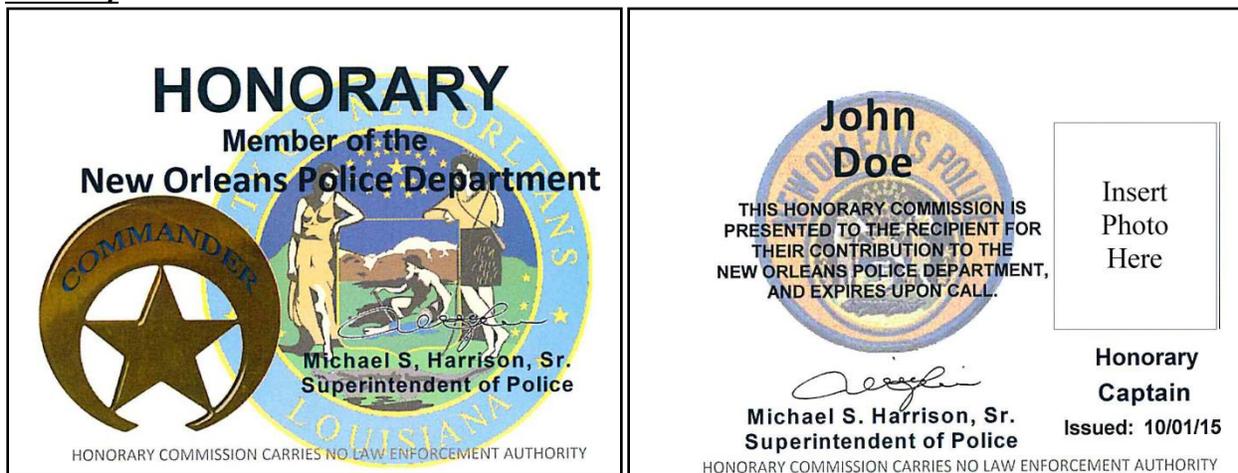
16. Responsibility for the security and access control of police facilities, other than police headquarters, lies with the senior ranking member of the unit assigned to that facility AND the senior ranking member on-duty at the time unless otherwise directed by the Superintendent.
17. Police facilities, other than headquarters, shall have signs posted on doors that may be accessible to the public indicating the areas that have limited access and shall ensure that these areas remain secure from casual access.
18. For safety reasons, no minors, except those who may be in custody or involved in an investigation, are allowed past the public access areas of any police facility and must be under the direct supervision of a commissioned member at all times.
19. All NOPD credentials (civilian, full-time commissioned, reserve commissioned and retired commissioned) are the property of the New Orleans Police Department and not the person to whom issued. Credentials remain valid until recalled except for honorary credentials which expire with the term of the Superintendent that issued them.
20. Examples of official NOPD member credentials and examples of HQ Building Security passes are included in the appendix attached to this Chapter. The appendix may be changed to reflect changes in the credentials without changing the Chapter. All changes to the Appendix shall be noted by an "Effective Date" on the appendix.

APPENDIX A - CREDENTIALS

Civilian Employee



Honorary credential given by Superintendent – **NO law enforcement or weapon-carrying authority.**



Retired, commissioned member credentials. Rank at retirement is noted on credential. The member's rank is listed below the photo. Silver badge indicates an officer; gold indicates a ranking officer. The rank will be inscribed on the badge.



Full-time, commissioned employee credential. The phrase “Full-Time Certified Law Enforcement Officer” indicates the individual is a paid member of the Department. The member’s rank is listed below the photo. Silver badge indicates an officer; gold indicates a ranking officer. The rank is inscribed on the badge.

 <p>New Orleans POLICE Department Michael S. Harrison Superintendent of Police</p>	<p>John Doe</p> <p>A FULL-TIME CERTIFIED LAW ENFORCEMENT OFFICER IN ACCORDANCE WITH THE PEACE OFFICER STANDARDS AND TRAINING UNDER THE LAWS OF THE STATE OF LOUISIANA AND THE ORDINANCES OF THE CITY OF NEW ORLEANS</p> <p><i>Michael S. Harrison</i> Michael S. Harrison Superintendent of Police</p> <p>Insert Photo Here</p> <p>Police Officer Issued: 10/1/2015</p>  <p>Emp ID # 00000</p>
 <p>New Orleans POLICE Department Michael S. Harrison Superintendent of Police</p>	<p>John Doe</p> <p>A FULL-TIME CERTIFIED LAW ENFORCEMENT OFFICER IN ACCORDANCE WITH THE PEACE OFFICER STANDARDS AND TRAINING UNDER THE LAWS OF THE STATE OF LOUISIANA AND THE ORDINANCES OF THE CITY OF NEW ORLEANS</p> <p><i>Michael S. Harrison</i> Michael S. Harrison Superintendent of Police</p> <p>Insert Photo Here</p> <p>Sergeant Issued: 10/1/2015</p>  <p>Emp ID # 00000</p>
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Commissioned reserve credentials. The member’s rank is listed below the photo. Silver badge indicates an officer; gold indicates a ranking officer. The rank is inscribed on the badge. Commissioned reserve members credentials are the same as a full-time, commissioned member for all ranks EXCEPT the wording is “A CERTIFIED LAW ENFORCEMENT OFFICER” and leaves out the words FULL-TIME.”



APPENDIX B - BUILDING PASS

