

Agency Name

Physically Secure Location Policy

*The **Agency Name** takes every precaution to keep our facility secure.*

- 1. All entrances/exits are to remain locked and marked as "Authorized Personnel Only" at all times.*
- 2. All CJIS certified employees are assigned a job that unlocks the doors. The job software keeps a time and dated log that track the use of each assigned job.*
- 3. All unauthorized personnel and visitors are escorted at all times while in secure areas.*
- 4. All storage areas of sensitive documents are kept behind locked doors with signage clearly marking them as a restricted area. "Authorized Personnel Only"*
- 5. All entrances and exits are under surveillance through our security cameras and can be viewed from dispatch.*
- 6. Dispatch is to remain locked at all times and blinds are to remain closed.*