

DETROIT PUBLIC SCHOOLS

POLICE DEPARTMENT

MEMORANDUM



TO: All DPSPD and Securitas Personnel
FROM: Chief Roderick I. Grimes
DATE: February 7, 2011
SUBJECT: VISITOR ID BADGING SYSTEM

Effective immediately, the following procedures shall be followed when processing visitors at DPS buildings where the ID badge system is installed.

All visitors are required to identify themselves before being allowed access into the building. This can be done with a drivers license, state identification card, or verbally.

- 1: Officers shall scan the visitor's Id into the system, the system will check the name against a National Sex Offenders Registry list.
- 2: If the check reveals that the person is not on the sex offender's list, the individual shall have a ID badge printed with his/her photo, to be worn on their most outer clothing.

- 3: The individual shall then be directed to the main office regarding the reason for their visit.
- 4: If the check reveals that the individual is on the sex offender's registry list and the person is neither a parent, nor guardian of a student in the building, the individual will not be allowed access into the building.
- 5: If the individual is a parent, or guardian with a legitimate educational interest, the individual will be escorted to the main office where they may state the reason for their visit.
- 6: Any parent or guardian who is on the sex offender's registry list will not be allowed to roam unescorted in the building.
- 7: The parent or guardian that appears on the sex offender's registry list shall be provided with a letter stating that their visits must be by appointment.
- 8: Known sex offenders are prohibited from volunteer services within the District and are not to have contact with students other than their own children while on District property.
- 9: Principals may supersede these procedures on a case by case base. In the event a Principal supersedes these procedures he/she must submit a written notice to DPSPD for their records.
- 10: Visitors that enter the building that have a DPS District ID may be permitted entry without having their ID scanned.

RODERICK I. GRIMES
CHIEF
DPS POLICE