3-09/180.00 - Tours of Department Facilities

Whenever any person or organization makes an inquiry relative to touring any Department facility, they shall be directed to the unit commander of that facility. The requests should include the following:

- Name of the organization;
- The facility to be toured;
- Number of persons making the tour and their age range;
- Date and time of the tour; and
- Name, address and telephone number of the person making the request.

The unit commander and the concerned division chief or division director shall process a tour request in the same manner as set forth for public appearances.

Upon approval from the division chief or division director, the unit commander shall advise the requesting party of the decision.

Upon completion of a tour, the individual who conducted the tour shall prepare a written description of the tour to the unit commander to include the following information:

- Date and time tour conducted;
- Time spent conducting the tour;
- Audience composition;
- Number in attendance; and
- Subject of the tour.

Information regarding tours that have been conducted shall be retained and available for review for a period of two years.