86-022 Use of Visitor's Passes and Visible Identification at Sheriff's Stations

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

USE OF VISITOR'S PASSES AND VISIBLE IDENTIFICATION AT SHERIFF'S STATIONS

The purpose of this order is to set forth Field Operations Regions' policies and procedures regarding the use of visible identification by all persons while at an operations' facility.

This Directive further establishes the methods for continued adherence in issuing visitor badges, sign-in procedures, and the types of identification required.

VISITOR'S IDENTIFICATION BADGE

The visitor's badge is two and one-half inches by three and one-half inches in size and has printed on it the words "Sheriff's Department, visitor, facility name and control number." Each card should be enclosed in plastic and have a clasp so it may be attached to a person's outer clothing.

VISITOR'S LOG

A standardized log, letter size, with seven columns showing name, address and phone number, agency represented, purpose of visit, tag number, time in and time out.

VISITORS, CIVILIAN

All visitors to a patrol facility shall be issued a visitor's badge by the unit commander's designee and be entered on the visitor's log. Visitors shall have the badge prominently displayed on the outer clothing at all time. When the visitor leaves the facility, the badge shall be returned to the designee or designated area and be so indicated on the visitor's log. This requirement does not apply to those persons entering the station lobby to transact business at the lobby counter, but only to those citizen visitors entering the interior portion of the station.

OTHER COUNTY EMPLOYEES

All civilian county employees are issued identification by their respective department. If this identification can be affixed to the employee's outer clothing, it will suffice in lieu of a visitor's badge. However, these visitors will be entered in the visitor's log.

DEPUTIES OR OTHER LAW ENFORCEMENT OFFICERS

Those visitors with law enforcement identification that can be affixed to the outer clothing need not comply with the visitor's badge procedure. However, this identification must be displayed at all times while at a station facility.

CIVILIAN EMPLOYEES ASSIGNED TO FACILITY

All civilian employees of the Sheriff's Department are issued identification cards that are enclosed in plastic. These cards shall be visible on the employee's outer clothing at all times while on the facility.

SWORN PERSONNEL ASSIGNED TO THE FACILITY

Sworn personnel that work in a uniformed capacity need not have additional identification showing. Sworn personnel working in a civilian clothes capacity, however, must display on their person an identification badge at all times.

ORGANIZED TOURS

Organized tours of a facility when in an escorted tour group, need not comply with the visitor's badge requirements while in the company of facility personnel.