

## Visitor Pass Procedures #0020

**\*\*REFER PDC- EAST FACILITY ORDER UNTIL FURTHER NOTICE\*\***

### **PURPOSE OF ORDER:**

To establish guidelines for screening visitors, the issuance of various types of visitor passes, and the verification and tracking of person(s) entering this facility.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camps.

### **ORDER:**

All persons not assigned to the Fire Camps shall log in, be assigned, and display a Visitor Pass from the fire camp office, prior to being granted access onto the facility. This procedure allows for the accurate accounting of all persons in the facility should an emergency arise.

Fire Camp personnel shall contact every person wishing access to this facility and ascertain the reason they are requesting entry. If the person requesting access has a legitimate need to access the facility, Fire Camp personnel will obtain a valid, government-issued identification and have the requesting person(s) fill out either a PHR-101 (Visitor Registration Card) or a SH-J-9 (LASD - Special Inmate Visit Request form).

Fire camp personnel will check the [REDACTED TEXT]

All visitors should be screened (ie, warrant checks) to ensure they are not a security risk. If the person(s) are approved to access the facility, the Camp Sergeant shall issue one of the below listed Fire Camp visitor passes, based on the purpose of the visit.

- **[REDACTED TEXT]**

Once a pass is issued, the person(s) being granted access shall be signed in on the Fire Camp Visitor Log. This form will list the pass number, time, date, the visitor's name (first and last), employee number, unit of assignment, and where the individual is going within the facility and for what purpose.

All visitors and civilian workers are required to sign in and out on the Visitor Log at the Fire Camp office.

Visitor(s) identification should not be returned until they have returned the visiting pass they were issued.

### **Inventory of passes:**

All visiting passes shall be inventoried [REDACTED TEXT] Fire Camp personnel will maintain and account for all civilian visitor ID cards, valid forms of identification, and unassigned Fire Camp passes at the beginning and end of each shift.

**If a pass should be lost or stolen, the Watch Commander/Camp Sergeant should be notified immediately and a memorandum prepared and submitted indicating the last known whereabouts of the pass and to whom it was issued. Prior to the re-issuance of the missing pass, every effort shall be made to find or recover it.**

**The EM Fire Camp crew shall be responsible for collecting all of the day's visiting request slips and submitting them along with the Fire Camp Visitor Log for filing.**

**Visitor clearance:**

**Visiting chaplains who enter the compound must be cleared through the Office of Religious Volunteer Services.**

**Visiting teachers and civilian workers are cleared by the Hacienda La Puente School District. [REDACTED TEXT] which is issued by Operations and maintained in the Fire Camp office.**

**Chaplains, teachers, and civilian workers who are cleared may trade their personal identification at the Fire Camp office for [REDACTED TEXT]**

**Any other civilian visitors, approved to enter the facility, must be escorted at all times.**

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