

## 8-17/001.00 - Security Passes

### PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for the issuance of security passes at the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to work the civilian entry control booth, inmate entry control booth or second floor main control booth.

### ORDER:

To maintain a secure facility, custody personnel shall adhere to the following procedures to ensure all persons entering the facility are properly identified, and are authorized to enter. Personnel shall also ensure that a valid photo identification card is exchanged for an internal security pass. Personnel assigned to the security booth shall also document persons entering the facility in the "Visitor Tracking Log." Proper documentation of all persons inside the facility is imperative in the event of an emergency.

#### Screening Procedures:

IRC personnel assigned to the civilian entry control booth, inmate entry control booth or second floor main control booth shall properly identify and authorize persons requesting to enter the facility by adhering to the screening procedures listed below:

- Determine if the persons seeking a pass have lawful business within IRC.

- Require persons to provide a valid picture identification card (i.e. state driver's license or identification card, military identification or passport) in exchange for a security pass. The identification card shall be inspected and stored in the security booth until the person's visit is complete
- Determine whether the person seeking entry requires an "escort" or "non-escort" security pass
- Ensure all outside agency officer(s) are wearing a uniform and provide a valid department issued identification card with a picture and badge number
- Ensure deputy and custody assistant personnel entering and exiting the facility are wearing a full uniform or provide a valid custody identification card prior to entering IRC
- Ensure the issuance or retrieval of all security passes are properly logged in the designated "Visitor Tracking Log" maintained in each control booth

After completing a thorough screening effort, IRC custody personnel shall assign a security pass to the person requesting to enter the facility and request an escort if one is needed.

#### Security Passes:

All visitors requiring a security pass to enter IRC shall be advised to wear the pass in plain view and on the front, upper torso. The security pass shall **only** be worn by the person it was assigned to. At **no** time shall a security pass be exchanged or given to another person.

Personnel assigned to the civilian entry control booth, inmate entry control booth or second floor main control booth shall account for passes at the beginning and end of their shift. Any discrepancy must immediately be reported to the watch commander.

Damaged passes shall be returned to the IRC logistics unit for replacement. The employee reporting the damaged security pass shall make a notation in the "Visitor Tracking Log." They shall also relay the information to personnel assigned to work the security booth on the following shift.

Lost or stolen cards shall immediately be reported to the watch commander. The watch commander shall document the lost or stolen pass into the watch commander log and then advise first floor main control to initiate a full lock down of the facility. During the full lock down, custody personnel shall conduct a thorough search of the facility for the security pass. If the security pass is not found, the watch commander shall notify Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) for further investigation. Any lost or stolen card(s) shall be processed accordingly, with the completion of an Incident Report (SH-AD-49). A copy

of this report shall be maintained by IRC operations.

For additional information, refer to *Custody Division Manual (CDM) Section 3-10/000.00, Security Passes*.

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