

3-12-010 Employee and Visitor Passes

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance and exchange of employee and visitor passes at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at TTCF.

ORDER:

Only persons on official business are allowed access to TTCF. Tours must be approved by the watch commander or a member of the operations staff (lieutenant, sergeant or deputy).

Custody Division Identification Card

The custody division identification card is managed by the TTCF pass coordinator. The identification card is issued to sworn and non-sworn personnel, Correctional Health Services (CHS) employees, and other civilian personnel assigned to the facility.

All personnel issued a custody division identification card shall adhere to the following procedures while wearing the identification card:

- The identification card shall be worn on the front of the wearer's chest and in plain view with the picture side of the card visible;
- Sworn and non-sworn personnel not in uniform shall wear their identification card at all times while inside, entering, or exiting the facility;

- The wearer shall present the identification card to personnel assigned to the
- employee entrance, Facility Control, Tower II Control, Tower I Dock, Tower II Dock, and Correctional Treatment Center (CTC) Gate Control, while entering or exiting any of the mentioned locations;
- No employee shall ever use, or display, an identification card that has been issued to another employee;
- The wearer of the identification card shall submit to any detention and/or search while inside, or attempting to leave or gain entry into the facility;
- The identification card shall not be used as an official law enforcement identification card outside of any of the Los Angeles County Sheriff's Department's custody facilities.

All personnel who are no longer assigned to Custody Division shall surrender their Custody Division identification card to the TTCF pass coordinator. In the event the TTCF pass coordinator is unavailable to accept the identification card from the employee, he/she shall surrender their card to the watch sergeant. The watch sergeant shall immediately send an email to TTCF operations indicating they are in possession of a Custody Division identification card.

Lost or Theft of Custody Division Identification Card

An employee who discovers their custody identification card is lost within the facility, shall make all attempts to locate it. Once all attempts have been exhausted, the employee shall immediately:

- Notify the watch commander;
- For sworn and non-sworn personnel, prepare an Incident Report (SH-R-49) explaining the loss or theft;
- For civilian employees, prepare a memorandum explaining the loss or theft. The employee shall submit the memorandum to his/her immediate supervisor and to the watch commander.

In the event the custody identification card is lost or stolen outside of the facility, the employee shall immediately:

- Notify the watch commander;
- Report the loss or theft to the nearest law enforcement agency.

Non-Escort Visitor Pass

This pass is colored green with “Non-escort” printed on the front of the pass. The passes are sequentially numbered and must be worn at all times within the secured areas of the facility. These passes allow unrestricted, unescorted access inside the facility and shall be issued to visitors assigned to the facility and others at the direction of the watch sergeant, to include those visitors identified on the “Approved Facility Access” list.

Escort Visitor Pass

This pass is colored red with “Escort” printed on the front of the pass. The passes are sequentially numbered and allow escorted access inside the facility and shall be issued to non-Departmental peace officers, attorneys, maintenance personnel not assigned to the facility and others at the direction of the watch sergeant, to include those visitors identified on the “Approved Facility Access” list. Civilians entering the facility for a tour shall exchange the appropriate form of identification for an “Escort” pass.

Exchange and Issuance of Visitor Passes

All personnel shall adhere to the following guidelines for exchange and issuance of visitor passes:

- All “Escort” and “Non-Escort” visitor passes are issued at Facility Control, Tower I Dock, Tower II Dock, and CTC Gate Control;
- All non-uniformed persons entering the secured areas at TTCF who are not wearing a Custody Division identification card, are required to wear a visitor pass;
- Off-duty sworn personnel not assigned to TTCF and peace officers from other agencies shall exchange their law enforcement agency identification card for the appropriate visitor pass;
- Visitors other than those listed above shall exchange their identification for an appropriate visitor pass.

Visitor passes shall not be issued without an exchange of some form of valid identification.

Acceptable Forms of Identification

- Driver license or state identification card;
- County/Department identification card;
- Law enforcement identification card;
- Department of Defense identification card;
- U.S. passport;
- International passport;
- Valid school photo identification card;
- Credentials issued by the U.S. State Department or by the Sheriff.

NOTE: If the visitor is unable to provide an acceptable form of identification, the watch commander must be satisfied with the true identity of the visitor prior to the issuance of a visitor pass. This shall be accomplished through a records check.

Personnel responsible for the issuance of visitor passes shall ensure all visitor passes are exchanged for the person's personal identification at the conclusion of their business at TTCF.

Visitor Pass Regulations

The following regulations shall apply to the use of visitor passes:

- Personnel shall not check-out a visitor pass for someone else;
- Visitor passes shall be worn only by the person to whom it was assigned;
- Visitor passes shall be worn visibly with the approved Department issued green lanyard around the person's neck at all times;
- The wearer shall submit to a search for contraband at any time;
- The wearer shall submit to verification of identity and area authorization at any time;
- The wearer shall be responsible for the security of the pass;

- The wearer shall immediately report a lost or stolen pass to the employee issuing the pass;
- The wearer shall not take the pass outside of the facility;
- The wearer shall only enter and exit through the secured entrance of where the pass was issued.

Failure to comply with the above shall result in the revocation of the visitor pass.

Visitor Pass Accountability

The following regulations shall apply for the accountability of visitor passes:

- Visitor passes shall be accounted for during each shift by personnel issuing the visitor passes;
- Personnel responsible for the issuance of visitor passes shall log all visitors not on the “Approved Facility Access List” on the Custody Division Entry and Exit log;
- Personnel responsible for documenting all visitors on the Custody Division Entry and Exit log shall submit the log to the operations deputy at the end of the month;
- Personnel responsible for the issuance of visitor passes shall visibly inspect everyone entering and/or exiting the facility for a visibly worn Custody Division identification card, “Non-escort” pass, and/or “Escort” pass.

All personnel working at TTCF are encouraged to speak with anyone not properly displaying their custody identification card or visitor pass. In the event a person is not in possession of a custody identification card or visitor pass, he/she shall be detained until properly identified. The watch commander shall determine the disposition of anyone who does not possess the proper credentials and ensure their access to TTCF is appropriate.

Loss or Theft of Visitor Pass

Upon loss or theft of a visitor pass, personnel issuing the pass shall make all attempts to locate it. Once all attempts have been exhausted, the employee issuing the pass shall immediately:

- Notify the watch commander;
- Prepare an Incident Report (SH-R-49) explaining the loss or theft.

All wearers of a Custody Division identification card, "Non-escort" visitor pass, and "Escort" visitor pass, shall adhere to Custody Division Manual section 3-01/090.00, "Security of Personal Property."
