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			<b>OPI:</b> OPERATIONS	
			<b>REVIEW DATE:</b> August 17, 2019	
			<b>Approving Authority</b> Quincy L. Booth Director	
<b>SUBJECT:</b>	<b>ENTRANCE AND EXIT PROCEDURES</b>			
<b>NUMBER:</b>	<b>5020.1F</b>			
<b>Attachments:</b>	<b>Attachment 1 - Visitors Log</b> <b>Attachment 2 - Visitor Inventory Form</b> <b>Attachment 3 - Authorized Item</b>			

**SUMMARY OF CHANGES:**

Section	Change

**APPROVED:**



\_\_\_\_\_  
**Quincy L. Booth Director**

8/17/2018  
**Date Signed**

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1. **PURPOSE AND SCOPE.** To establish procedures for authorization and identification of both pedestrian and vehicular traffic entering or exiting DOC property. To provide security searches for the purpose of controlling contraband, preventing unauthorized access by individuals and preventing escapes.
2. **POLICY.** It is the policy of the Department of Corrections (DOC) that all persons entering or exiting DOC property will be properly identified and processed prior to entering and exiting. Entry to and exit from the Central Detention Facility (CDF) and the Correctional Treatment Facility (CTF) will be strictly controlled.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmates will remain in custody.
  - b. Contraband will be controlled.
  - c. Escapes will be prevented.
  - d. Staff shall thoroughly search all individuals, vehicles and property entering the CDF and CTF.
  - e. All individuals, including staff, contractors, volunteers, visitors and inmates will be properly identified prior to entering and exiting the CDF and CTF.
4. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**
    - 1) PP 5020.1E      Entrance and Exit Procedures (11/15/16)
  - b. **Directives Referenced**
    - 1) PP 1280.2      Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
    - 2) PP 1340.4      Media Public Relations/Scheduling Department Events/Facility Tours
    - 3) PP 4081.0      Inmate Visitation
    - 4) PP 4160.3      Access to Legal Counsel (Attorney Visits)
    - 5) PP 5010.2      Inmate Accountability
    - 6) PP 5010.3      Contraband

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- 7) PP 3360.2 Employee Attire
- 8) PP 5022.1 Tool Control

## 5. AUTHORITY

- a. D.C. Code § 24-211.02, Powers; Promulgation of Rules
- b. D.C. Code § 22-2603.01 *et seq.* Introduction of Contraband Into Penal Institution
- c. D.C. Code § 22-2603.04 Detainment Power
- d. District of Columbia Personnel Manual, 1616.4, 1617.1, 1699.1 *Turner v. Safely*, 482 U.S. 78 (1987)
- e. *Bell v. Wolfish*, 441 U.S. 520, 99 S. Ct. 1861, 60 L. Ed. 2d 447, 1979 U.S. LEXIS 100
- f. *Robertson v. District of Columbia*, 2003 U.S. Dist. LEXIS 26517
- g. *FOP / Dep't of Corr. Labor Comm. v. Washington*, 394 F. Supp. 2d 7, 2005 U.S. Dist. LEXIS 5185
- h. *Profitt v. District of Columbia*, 790 F. Supp. 304, 1991 U.S. Dist. LEXIS 17254, 6 I.E.R. Cas. (BNA) 1318

## 6. STANDARDS REFERENCED

- a. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-07; 4-ALDF-2C-01

## 7. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**8. DEFINITIONS.** For the purpose of this directive the following definitions apply:

- a. **Administrative Leave** – An excused absence with full pay and benefits that is not charged to annual leave or sick leave.
- b. **Contractors-** All personnel, including volunteers, who are not employed by DOC that provide routine and/or regular services to the facility.
- c. **District of Columbia Dignitary/Elected Officials** – A person of importance because of high rank or office (e.g., Mayor, Deputy Mayor, MPD Chief of Police).
- d. **Enforced Leave** – Enforced leave occurs when an employee is involuntarily placed in a non-duty leave status, which is neither a corrective nor adverse action.
- e. **Inspectors** – Any DOC employee or official visitor who enters a DOC facility for the purpose of conducting an inspection required by law, regulation, policy or standard.
- f. **Official Visitor** – Any DOC employee; Officer, Agent or Representative of a Government Agency; Consultant, Contractor or Volunteer who is approved to enter a DOC facility to conduct official government business or provide a service to the DOC.
- g. **Sally port** –an entry/exit point consisting of two doors or gates with a security zone or vestibule in between. When employing the sally port principle, only one door or gate at a time may be open.
- h. **Visitor** – Any person authorized to enter a DOC facility who is not an employee, contractor, volunteer or inmate.
- i. **Summary Suspension** - An agency head may summarily suspend an employee, against whom a corrective or adverse action is proposed, in accordance with DPM Chapter 16, § 1616. An employee who is notified of a summary suspension from his or her position pursuant to Chapter 16, §1620.2 of the DPM shall immediately leave his or her duty station. Additionally, the agency may order the employee to stay away from any District government owned or occupied properties, to the extent reasonably necessary to ensure the safety of District employees and property, the integrity of government operations, and the public health, safety, and welfare.

**9. RESPONSIBILITIES.** Specific exceptions to this policy may only be made by the Director, Deputy Director(s) or Warden.

- a. The Warden is responsible for:

- 1) Ensuring compliance with the requirements of this directive; and

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- 2) Reviewing and approving/disapproving requests for special visits and activities.
- b. Shift Supervisors are responsible for:
- 1) Ensuring compliance with the requirements of this directive;
  - 2) Resolving day to day operational issues concerning entry/exit procedures; and
  - 3) Testing metal detectors and other electronic scanning devices on a daily basis.
- c. Sally port, staff entrance and checkpoint officers are responsible for:
- 1) Identification and accountability for all persons and vehicles entering and exiting during their tour of duty;
  - 2) Conducting searches of persons, property and vehicles; and
  - 3) Public relations.
  - 4) Any person(s) non-compliant with searches shall be subject to refusal of entry into the facility and/or disciplinary action.

## 10. ENTRY PROCEDURES

- a. **Identification** - All DOC employees, contractors, and volunteers shall provide a current and valid DOC Identification card when accessing any DOC facility. The I.D. badge shall be visibly displayed while on facility grounds. DOC issued badges shall be color-coded as follows:
- 1) **RED**- Correctional Officers
  - 2) **SILVER** - Corporals and below
  - 3) **GOLD** - Sergeants and above
  - 4) **BLUE**- Administrative Staff
  - 5) **YELLOW**- Contractors
  - 6) **GREEN**- Volunteers
- b. **Visitors Identification**- Visitor I.D badges shall be accounted for at all times.
- 1) Visitor I.D. badges shall be numbered.

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2) The Visitor badge I.D. number shall be documented in the Visitors Log (Attachment 1).

3) All Visitors I.D. badges shall be accounted for prior to the end of each shift and findings documented in the log book.

4) Any discrepancies in the Visitors I.D. badges shall immediately be reported to the Shift Commander.

c. **Senior Executive Staff-** Senior Executive Staff (Director, Deputy Director(s), Warden, Deputy Warden(s) and Majors) shall not be subject to routine search procedures upon entry to the facility.

d. **District of Columbia Dignitary/Officials Entry-** District of Columbia Dignitaries/Elected Officials on official business shall not be subject to routine search procedures upon entry to the facility. This **shall include** the Mayor, Deputy Mayor, MPD Chief of Police, DC Fire Chief, City Administrator, D.C. Council members; Superior Court and District Court Judges, and Attorney General, and any other officials as designated by the Director or Warden.

e. **Official Visitors**

Law Enforcement Officers, FBI agents, U.S. Marshals, Service staff, elected officials and other official visitors shall be required to present a valid official photo identification and sign in the Visitors Log (Attachment 1) that is maintained at the checkpoint or designated staff entrance post. The escorting staff member shall also be recorded in the log.

1) All law enforcement personnel requesting entry into the institution, regardless of assigned duties or business at the facility, shall be screened and asked if they are in possession of firearms, ammunition or other prohibited weapons, such as tasers, and asp/batons. All prohibited weapons shall be secured in the locked gun box at the Sally port prior to admission to the facility. Shotguns, rifles and other weapons too large to fit in the gun box shall be secured in the gun rack in the base of the tower.

2) With the exception of Fire and Emergency Medical Services personnel responding to 911 calls in the facility, all official visitors shall submit to a body scan, metal detector and/or pat search when entering the institution.

3) With the exception of DOC Employees and Fire and Emergency Medical Services personnel responding to 911 calls in the facility, following proper

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identification and registration, all official visitors shall surrender their photo identification card to the checkpoint officer and shall be issued a visitor's pass to wear inside the facility. DOC employees shall wear their Department identification card in accordance with PP 3060.2 *Employee Attire*. DOC employees not in possession of their DOC I.D. card shall submit their photo identification card and be issued a visitor's pass.

- 4) Official visitors are only authorized to exit through their point of entry.
- 5) The names of contractors and volunteers and copies of their official visitor authorization documents shall be maintained in the Staff Entrance control module and the security office.
- 6) Official Visitors with authorized packages, equipment cases, toolboxes, etc. (including service & repair personnel) shall be inventoried by the escorting officer prior to entering the institution in accordance with PP 5022.1 *Tool Control*. Two copies of this Visitor Inventory (Attachment 2) shall be retained. One will remain at Checkpoint for verification of the tools, equipment and/or other items upon the visitor's departure and one will remain with the escorting officer. The Checkpoint Officer shall inform visitors prior to entering the facility that he/she and the escorting staff member shall be responsible for the security and custody of the tools, equipment and/or other items during the period of time they are inside the institution. An inventory will be conducted prior to the visitor exiting the facility. Any discrepancies shall immediately be reported to the Shift Supervisor.
- 7) If any visitor wishes to visit an area other than the one authorized or indicated on the access log, he/she must first contact and receive permission from the Major.
- 8) Persons who are on active parole, probation, or other forms of conditional release (e.g., community programs, furloughs, etc.) or who have a felony record within the past three (3) years, must obtain authorization to enter the CDF and CTF in writing by the Warden.
- 9) Inmates assigned to work details that clean staff entrance shall be searched upon each entrance and exit of the CDF and CTF.

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f. **Legal Visits**

- 1) Attorneys, paralegals, investigators or other agents of an inmate's attorney(s)-of-record may visit their clients in accordance with the procedures outlined in PP 4160.3 *Access to Legal Counsel*.
- 2) All entry and search procedures for official visitors shall apply to attorney(s)-of-record and their agents. Staff conducting searches of attorney(s) and their agents are prohibited from reading legal correspondence, files or other legal documents during the search process.
- 3) Attorney(s) and their agents who wish to bring in tape recorders, cameras or other similar equipment must obtain prior approval from the Warden or designee.
- 4) Attorneys and their agents are allowed to bring in laptop computers, kindles, iPads, calculators cds/dvds, videotapes, pagers and any legal documentary materials to include, but not limited to, photographs and diagrams and no advance approval is required.
- 5) Accessories that are carried, worn, or stored and are designed, intended, or readily converted to connect electronically with the internet are strictly prohibited.

g. **Tour Groups**

- 1) All groups desiring to visit a facility must have the approval of the Director, the Office of Government and Public Affairs ("OGPA") and the Warden. The OGPA Coordinator shall oversee the DOC tour program. Tours shall be conducted in accordance with the provisions of PM 1340.4E *Media Public Relations/Scheduling Department Events/Facility Tours*.
- 2) All members of tour groups shall be subject to the identification and search procedures contained in the "Checkpoint Procedures" section of this directive.
- 3) At the checkpoint, all tour group members shall also be directed to read all posted notices and instructions regarding visiting regulations.
- 4) All members of tour groups shall sign in the visitors' logbook, surrender their photo I.D. and be issued a visitor's badge prior to entering the institution.
- 5) Visitors shall adhere to instructions given by the Corrections Officials.



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**h. Media Visits**

- 1) All visits by members of the media shall first be approved by the Office of Communications and the Director in accordance with PP 1340.4.
- 2) All entry and search procedures for official visitors shall apply to members of the media.
- 3) Requests to bring cameras and recording equipment into the facility must be approved in advance by the Office of Communications and the Director.

**11. SALLYPORT PROCEDURES**

- a. All vehicles entering or exiting the CDF/CTF parking lot shall be subject to search.
- b. The Sallyport Officer shall maintain a complete record of all vehicles entering the Sallyport.
- c. All Sallyport entries are to be recorded in the logbook and shall include the names of the driver and any passengers, company/agency represented, vehicle contents, date and time in, date and time out and vehicle tag number.
- d. The Sallyport Officer is responsible for the proper and accurate identification of all official visitors, truck drivers, delivery personnel, inmates and employees passing through the Sallyport and to document all entries into the log book.
- e. If the Sallyport Officer has doubts about the identity of any person who seeks to pass through, the officer shall not permit the person to pass until positive identification has been established or a shift supervisor or higher authority authorizes passage.
- f. The procedures utilized at the Sallyport for identification and admission of visitors shall be the same as those required for checkpoint entrances/exits as outlined in sections ten (10) and twelve (12) of this directive.
- g. The Sallyport Officer shall thoroughly search each vehicle.
- h. Vehicles shall not be permitted to be parked against the perimeter wall. Contractor trucks with ladders will not be parked in the Sallyport.
- i. Vehicles shall not be left unsecured for any reason while inside of the facility perimeter. Both the cab and cargo compartments of the vehicle shall be secured.

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- j. All vehicles leaving the facility shall stop at a designated spot outside the inner gate. The Sallyport Officer and/or Tower Officer shall determine that neither the driver nor the escorting staff member is under duress before allowing the vehicle to enter the Sallyport.
- k. Any vehicle leaving the facility shall be thoroughly searched.
- l. All trash trucks shall be required to compact their load before entering the Sallyport.
- m. A secure gun box shall be maintained at the Sallyport for securing firearms, ammunition and other weapons. Shotguns, rifles and other weapons too large to fit in the gun box shall be secured in the gun rack in the base of the tower.

## 12. CHECKPOINT PROCEDURES

- a. The checkpoint officer shall positively identify all persons entering and exiting the facility through the checkpoint. This accounting of identity includes, but is not limited to employees, official visitors, attorney(s), their agents, and tour groups.
- b. All persons entering a DOC facility shall present a DOC identification card or a valid picture identification card issued by a government agency (i.e. driver's license, non-drivers identification card, military identification card, government employee identification card). Any exceptions to this procedure must be approved by the shift commander or higher authority.
- c. If the identity of any person is in question, (this shall not apply to gender identification changes) he/she shall not be permitted to enter the institution until they have been properly and positively identified.
- d. A visitor's log shall be maintained at each checkpoint to record the visitor's name, purpose for visit, time in/out, the person or area visited and escort officer's name.
- e. All persons entering the CDF and CTF shall be searched. This inspection shall consist of an x-ray scan of all property in their possession, a body scan, a pat search (if necessary), vehicle searches and K-9 searches. **Strip searches of employees, contractors and volunteers, official and unofficial visitors are strictly prohibited.**
- f. All persons entering the CDF and CTF shall remove outer layers of clothing such as coats, hats, large jewelry, ballistic vests, belts and shoes and place them in a

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container for x-ray screening. Females entering the CDF and CTF wearing only a camisole underneath a suit jacket will not be required to remove their jacket. Additionally, all persons must remove all items located in their pockets and on their person and place those items in the same container for x-ray screening.

- g. Approved laptops and computers for attorneys and DOC staff must be removed from their cases and placed in a container for an x-ray scan.
- h. All empty computer cases shall be placed in a container for x-ray scanning.
- i. All attorneys' briefcases, duffle bags, backpacks, roller bags and all other bags used to transport legal documents shall be searched by Staff Entrance Officers.
- j. Staff Entrance staff shall avoid placing items into containers and removing items from containers of those entering the facility.
- k. If the X-Ray Monitor requires an additional review of items inside the container, the Correctional Officer will then reposition the container and insert it through the x-ray machine for an additional scan.
- l. If the X-Ray Monitor detects reasonable suspicion as a result of the x-ray scan that there may be contraband present, (e.g., drugs, unauthorized electronic devices, and weapons), the Correctional Officer will maintain possession of the container and immediately notify a supervisor who will then physically examine the contents inside the container.
- m. Staff, visitors, contractors, volunteers, and attorneys who enter the CDF and CTF are required to enter the body scanner. If a person does not clear the body scanner, the Correctional Officer will inform the person of the problem area on their body and will conduct a search of that area. Male Officers are strictly prohibited from searching females.
- n. Correctional Staff will be allowed to bring in their uniform shirt and place it in a container for x-ray screening for entry into the facility; or if worn, must remove all metal insignias, badges, pins, etc., before entering the body scanner.
- o. Any person refusing to be searched shall be denied entry into the CDF and CTF.
- p. All official and unofficial visitors shall be instructed to read the posted signs

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and instructions.

**q. Dress Code:**

- 1) Official and unofficial visitors may wear informal business or casual attire in accordance with *PP 3360.1, Employee Attire*. Law enforcement officers or agents may wear their normal duty uniform or attire;
- 2) Contractors shall wear appropriate work clothing or uniform;
- 3) Generally, attire considered inappropriate for inmate visitors under the provisions of *PP 4081.1* is prohibited. In cases where the appropriateness of a visitor's attire is in question, a supervisor shall be called to make a final determination; and
- 4) *T-Shirts*. Uniform employees may enter the CDF or CTF wearing a white, black, or dark blue round collared t-shirt. Employees must change into their duty uniform prior to the start of their tour of duty. Exposed v-necks and tank tops are prohibited.

**13. ENTERING STAFF ENTRANCE WITH CONTRABAND**

- a. All persons and property entering DOC facilities are subject to search. It is illegal to bring illicit drugs, firearms, weapons, or other items considered to be contraband into the facility.
- b. Any person who, being lawfully upon the grounds of the penal institution, introduces or attempts to introduce such contraband, may be taken into custody by the warden and detained for not more than 2 hours, pending surrender to a police officer with the Metropolitan Police Department.

**14. ESCORT PROCEDURES**

- a. Unofficial visitors shall be under escort and/or direct staff observation at all times.
- b. The name of the visitor's escort shall be recorded in the Visitor Log indicating escort responsibilities.
- c. Any visitor entering into areas where inmates are housed shall be escorted at all times.
- d. All inmate work details that pass through the Checkpoint or Sallyport shall be escorted. The Checkpoint Officer will log in the logbook the inmate's name,

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DCDC number, time in and out, escorting officer's name and detail assignment. A valid off-unit detail pass and inmate I.D. must be presented for each inmate.

## 15. EXIT PROCEDURES

- a. No person shall be allowed to exit the CDF and CTF until they have been positively identified by comparing the person to their photo identification card (this shall not apply to gender identification changes).
- b. If there is any question regarding the identity of a person, a Shift Supervisor shall be contacted. The person shall not be allowed to exit until he/she is positively identified.
- c. After identification is confirmed, the visitor shall surrender the visitor pass and retrieve their identification card.
- d. Official visitors shall sign out in the visitor logbook.
- e. Visitors with packages, equipment cases and toolboxes shall submit these items to the escort officer for inspection and inventory before exiting. In case of a discrepancy a supervisor shall be contacted. All discrepancies must be resolved before the visitor is allowed to exit.
- f. Employees, contractors, volunteers and visitors are not permitted to leave the facility with any documents, equipment, or any other items belonging to the DC Department of Corrections without prior written approval from the Warden. If items appear questionable, the Staff Entrance Officer will conduct a search.

## 16. AUTHORIZED ITEMS FOR OFFICIAL VISITORS

- a. Wallets sufficient in size to carry personal identification, Department identification card, keys, and feminine hygiene items. All food items shall be in a clear container or clear wrapping. Additionally, staff may bring sealed plastic bottles of non-alcoholic beverages into the facility. Unsealed beverage containers such as Styrofoam beverage containers and hot or cold beverage containers shall not be allowed in the facility.
- b. Equipment for use by Official Visitors while conducting audits and inspections. These items include, but are not limited to, cameras, laptop computers, tape recorders, thermometers, light meters and gauges. Prior written notification and approval is required.

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- c. Department issued cellular telephones, laptop computers and other electronic equipment used by the employee in the performance of his/her official duties as approved by the Warden. The Warden is delegated authority to authorize an employee to bring in a personal cellular telephone. If granted, permission must be in writing and on file at the staff entrance.
- d. For a more detailed list of authorized items see Attachment (3).

## 17. ACCESS RESTRICTIONS FOR STAFF RELIEVED OF OFFICIAL DUTIES

- a. Staff who have been officially relieved of their official duties as described in the “definitions” section of this directive shall not have access to DOC facilities without prior authorized approval from the Director or designee.
- b. The Director or designee who notifies the employee of placement on administrative leave, enforced leave, summary suspension or summary removal, shall advise the employee of access restrictions in accordance with this directive.
- c. The Deputy Director(s) shall ensure that the Warden is notified of employees who have been relieved of their official duties.
- d. The Warden shall ensure that written notification, including a photograph of the employee, is maintained at all entry points and that this information is passed on to each employee who assumes responsibility for the post.
- e. If the work status of any person is in question, the employee shall not be permitted to enter until the Shift Supervisor or higher authority obtains authorization in accordance with this directive.
- f. If the employee is granted authorization to enter the facility he/she shall:
  - 1) Be positively identified;
  - 2) Sign in the visitor log book;
  - 3) Submit to a pat search, body scan search, and/or a metal detector search; and
  - 4) Surrender their picture I.D. card and be issued a visitor pass
- g. The employee shall be escorted by a supervisor and only to the place(s) that were approved when the authorization was obtained.
- h. The employee shall remain under supervision during the entire visit and shall not be allowed access to DOC records or equipment unless the Director or designee gives specific authorization.

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- i. If the employee refuses to cooperate with the procedures herein, the Shift Supervisor shall be notified and the employee shall be subject to immediate escort out of the facility.
- j. If the employee is ejected from the facility or is disruptive prior to or when denied entry, notification shall be made in accordance with PP 1280.2H, "Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences".
- k. Former employees who have been terminated or retired shall only enter DOC facilities when acting in an approved official capacity or when processed and approved in accordance with policy governing visits and visitors. For example, a separated employee who is now a contractor, vendor or volunteer.

**18. EMERGENCIES.** Anytime the emergency alarm is activated or other emergency notification is made/received, the Checkpoint Officers are to terminate the processing of visitors in or out of the institution until the emergency has cleared. Only the Warden or designee may give authorization for any visitor(s) to enter or exit the facility during emergency situations.

**19. HOSTAGES.** Employees shall not, under any circumstances, take orders from, heed the instructions or otherwise act under the direction of any person or persons who appear to be a hostage or acting under duress, regardless of rank or position. Under no circumstances shall an inmate(s) be permitted to affect an escape from the institution by using a hostage(s) or under threat of a hostage situation.

**20. PUBLIC RELATIONS.** Staff assigned to the Entrances and the Control Center positions are the first to be encountered by the public; therefore, they must reflect high standards of professionalism. The Staff Entrance Officers should not only present a good appearance, but should always handle all visitors tactfully and with diplomacy. Staff Entrance Officers shall wear the full uniform and they shall display their badge and nametag.

**21. DAILY OPERATIONAL TESTING FOR SECURITY DEVICES.** Officers assigned to staff entrance shall conduct daily equipment test on the x-ray machine and the L3 Provision 2 Body Scanner. All testing shall be documented in the Staff Entrance logbook. Any system malfunctions shall be immediately reported to the DOC Help Desk (202-523-7100) and the Shift Commander.

## **22. VEHICLE GATE ACCESS**

- a. The vehicle gate is not to be utilized routinely as a point of pedestrian entry/exit.

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- b. Individuals entering the vehicle gate on foot will be processed utilizing the same procedures as those entering by vehicle.
- c. The vehicle gate should only be accessed by the following individuals and under the following circumstances:
  - 1) Response Vehicles;
  - 2) Inmate/resident transportation traffic;
  - 3) Law enforcement agencies;
  - 4) Emergency;
  - 5) Contracting agencies;
  - 6) Commercial traffic (i.e. vendors);
  - 7) Facility maintenance personnel, while conducting authorized work; and
  - 8) Traffic as authorized by the Shift Supervisor or higher authority.
- d. Accessing the vehicle gate will require a DOC I.D., valid state or U.S. government-issued **picture** I.D. (i.e. Passport, Military I.D., State Driver's License, State-Issued I.D., or Green Card with photo). If identification is presented that does not bear a photograph, access will be denied.
- e. Any doubt regarding identity of any person attempting to enter or exit the vehicle gate will result in denied passage pending identity verification.
- f. A complete record of all persons accessing the vehicle gate will be maintained in the Vehicle Gate Officer Log Book. The information logged will include, at a minimum:
  - 1) Date;
  - 2) Time of entry;
  - 3) Name of carrier;
  - 4) Cargo;
  - 5) Reason for access; and
  - 6) Time of departure.
- g. No weapons shall be left with the Vehicle Gate Officer. All weapons shall be secured as outlined in section 11.k of this policy.



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- h. The Vehicle Gate Officer shall operate on a radio channel designated by the facility and, with the exception of a security supervisor or higher authority, will be the only person authorized to request that the vehicle Sally Port gates be opened.
- i. Should anyone other than the individuals identified in section 22(c) (above), attempt to have one of the gates opened, the Central Control Officer will immediately cease all gate activations until he/she can contact the Vehicle Gate Officer to ensure the vehicle gate area has not been compromised.
- j. Emergency Signal
- 1) An emergency signal will be established, to be activated in the event of an emergency or security breach at the Vehicle Gate.
  - 2) Emergency signals should be related to the Vehicle Gate, (i.e. "slide gate six" provided the vehicle gate does not have a gate six).
  - 3) At a minimum, the emergency signals should be rotated on a monthly basis.
- k. All vehicles **entering or exiting** the vehicle gate will be thoroughly searched, prior to opening the vehicle gate, utilizing, at a minimum, the following procedures:
- 1) Central Control will check the top of the vehicle with surveillance cameras prior to allowing the vehicle to enter or exit the vehicle gate.
  - 2) If the facility does not have surveillance cameras at the vehicle gate, the Vehicle Gate Officer will use a telescopic mirror to inspect the top of the vehicle.
  - 3) Undercarriage will be inspected with a telescopic mirror.
  - 4) The hood will be opened and inspected.
  - 5) The trailer will be opened and inspected.
  - 6) The trunk will be opened and inspected.
  - 7) All storage compartments will be opened and inspected.
  - 8) Any vehicle that cannot be thoroughly searched prior to exiting must be unloaded or held at the vehicle gate through an official count.
- l. No vehicles shall be allowed to exit the facility while the official count is in progress except US Marshal, other law enforcement, and emergency vehicles.

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**NOTE:** The Vehicle Gate Officer will perform a thorough search of all vehicles for hidden compartments that might be present.

- 9) All vehicles entering the vehicle gate will be escorted by facility staff. The escorting staff will not ride inside the vehicle, but will walk behind the vehicle.
- 10) Any entrance to a building itself, that may be accessed through the vehicle gate, is not to be utilized routinely as a point of entry/exit.
- 11) In the event an individual is authorized to enter the building by way of the vehicle gate, he/she will be searched with a wand and black light procedures will apply.
- 12) When the vehicle is parked inside the facility compound to be loaded or unloaded, the escort officer will confirm that all vehicle doors are locked and that he/she maintains custody of the vehicle keys.
- 13) Inner/outer gates will not be opened simultaneously. In the event a vehicle is longer than the length of the vehicle gate Sally Port it will be processed as follows:
  - a) The vehicle gate area and the area accessible to the inner vehicle gate will be clear of all inmates/residents.
  - b) All doors and exits on buildings accessible to this area will be secured.
  - c) The outer gate will be opened and the vehicle will enter the Sally Port leaving two (2) feet between the inner vehicle gate and the front of the vehicle.
  - d) Identification and search procedures will be conducted as outlined in this policy.
  - e) One (1) staff member will be posted at the inner vehicle gate as an escort for the vehicle.
  - f) Once the vehicle is cleared to enter the inner perimeter through the inner gate, the Shift Supervisor will be notified that both gates need to be opened to allow the vehicle to enter.
  - g) A perimeter patrol vehicle will be posted at the outer vehicle gate, outside of the vehicle with a shotgun while both gates are open.
  - h) Once approved, the inner gate will be opened to allow the vehicle through the Sally Port.

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- i) As the rear of the vehicle passes the outer vehicle gate, the outer gate will be secured.
  - j) After both the inner and outer gates are secured, the Perimeter Patrol Officer will resume normal patrols.
  - k) When the vehicle returns to the inner gate to exit the Sally Port, the procedure will be performed in reverse, with the Perimeter Patrol Officer posted at the outer vehicle gate with a shotgun.
  - l) Once the vehicle is cleared to exit, after proper identification of the individual and the search conducted, the Shift Supervisor will be notified.
  - m) Once approved, the outer gate will be opened and the inner gate will close as soon as the rear of the vehicle passes the inner gate.
  - n) When both gates are secured, the Perimeter Patrol Officer will resume normal patrols.
- 14) Trash Trucks - In addition to the procedures outlined above, when allowing trash trucks to enter the Vehicle Gate, the following procedures will apply:
- a) The trash compactor will be cycled by compressing the ram in the compactor after the trash truck has loaded the compactor.
  - b) Ensure the loading door to the compactor remains secured when not in use.
  - c) If a container cannot be cycled by compression, a metal rod will be used to prod/search the container prior to exit.

### **Attachments**

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