

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	ADMINISTRATION	A.6
SUBJECT: AUTHORIZED IDENTIFICATION AND VISITOR LOGS			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure for the identification of employees and visitors to CSB facilities.

Policy:

Every person in a designated secure area within a CSB facility shall be readily identifiable as Sheriff's personnel or an authorized visitor by one of the means below. A CSB facility secure area is defined as that area of a courthouse or other building, that is staffed primarily by members of the Sheriff's Department, and is not generally open to the public and/or is secured by locked doors.

Procedure:

Authorized means of identification are as follows:

- I. Uniform of the department as set forth in Department Policy and Procedure section 3.12.
- II. Authorized uniform of an outside law enforcement agency or fire department.
- III. Identification card of this department. Display of a badge alone is not sufficient for identification if the person is not in uniform.
- IV. Identification card of an outside agency. Display of a badge alone is not sufficient for identification if the person is not in uniform.
- V. Authorized visitor's pass.
  - A. The authorized visitor's pass for the Sheriff's Department can be found on the Sheriff's Intranet (form SO-2). Each command will be responsible for the creation, upkeep and inventory of their visitor passes;
  - B. Issuance of visitor passes will be logged on a Visitor Log Sheet. The authorized Visitor Log Sheet can be found on the Sheriff's Intranet (form SO-4);

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	ADMINISTRATION	A.6
SUBJECT: AUTHORIZED IDENTIFICATION AND VISITOR LOGS			PAGE 2 of 2

- C. A visitor's pass can be issued to a sheriff's employee, or an employee of another agency, as temporary identification if they are not in uniform and do not have their department identification card readily accessible.
  
- VI. When it is determined a visitor is authorized to enter a CSB facility, they will be issued a Visitor Pass as follows:
  - A. The CSB employee will request a California Driver License or other government issued identification;
  - B. An exchange will be made between the employee and visitor. The driver license or other identification will be affixed to the Visitor Log Sheet while the visitor is in possession of a Visitor Pass;
  - C. The CSB employee will complete the Visitor Log Sheet with the exception of the "Time Out" section;
  - D. A CSB employee will collect the Visitor Pass when the visitor leaves. The visitor's driver license or other identification will be returned to them.
  
- VII. Members of other organizations, such as the Department of General Services, utility companies or vendors must display an identification card issued by their employer while inside CSB facilities. If the employee does not have a company identification card, a visitor's pass should be issued to them.