

GENERAL ORDER

37

EFFECTIVE: January 7, 2014

REVISED:

Control Device (even if the door is open). In the event an employee requires access to the Physically Secure Location and does not have his/her credential, Visitor Control procedures apply. Electronic logs of entries into the Physically Secured Location must be maintained for ~~the~~ (3) years.

VI. VISITOR CONTROL

All non-credentialed visitors to the Physical Secured Location must be issued a visitor badge with their name and date/time of entry recorded in the Visitor's Register. All visitors that are exposed to CJI must also sign