

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 4

April 5, 2017

SUBJECT: VISITOR'S REGISTER, FORM 15.22.01 – ACTIVATED

PURPOSE: This Order activates the Visitor's Register, Form 15.22.01. The Visitor's Register has been established in order to register members of the public who visit City Hall, City Hall East, City Hall South, and the Police Administration Building.

PROCEDURE: VISITOR'S REGISTER, FORM 15.22.01 – ACTIVATED. The Visitor's Register, Form 15.22.01, has been activated.

- A. Use of Form.** This form shall be used to register members of the public who visit City Hall, City Hall East, City Hall South, and the Police Administration Building.
- B. Completion.** This form shall be completed by an on-duty officer at the concerned facility when members of the public visit the facility.
- C. Distribution.**

1 – Original, maintained by Security Services Division, according to the retention schedule.

1 – TOTAL

FORM AVAILABILITY: The Visitor's Register will be available in 30 days at the Distribution Center, Department of General Services. The Visitor's Register is available in E-Forms on the Department's Local Area Network (LAN) and is attached for immediate use and duplication.

AMENDMENT: This Order activates the Visitor's Register, Form 15.22.01. The "Form Use" link applicable to the Visitor's Register has been updated and is accessible in E-Forms on the Department's LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

FORM USE LINK
Activated by Administrative Order No. 4, 2017

15.22.01 VISITOR'S REGISTER, FORM 15.22.01.

15.22.01-01 Use of Form. *This form shall be used to register members of the public who visit City Hall, City Hall East, City Hall South, and the Police Administration Building.*

15.22.01-10 Completion. *This form shall be completed by an on-duty officer at the concerned facility when members of the public visit the facility.*

15.22.01-80 Distribution.

1 – Original, maintained by Security Services Division, according to the retention schedule.

1 – TOTAL

