

OFFICE OF THE CHIEF OF POLICE

NOTICE
14.5

April 17, 2019

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: VISITOR ROSTER, FORM 06.61.00 – REVISED

The Visitor Roster, Form 06.61.00, has been revised to include a "DATE" and a "REVIEWED BY" column. In addition, the column titled "BADGE NO." has been renamed "SERIAL OR ID NO." This information has been added to ensure that each visitor enters the date of his or her visit along with all other required information. At the conclusion of each visit, the Property Division supervisor shall review the Visitor Roster to ensure that the entry was completed correctly by the visitor.

The Visitor Roster is attached for immediate use and duplication and is available in E-Forms on the Department's Local Area Network. All other versions of this form shall be marked "obsolete" and placed into the divisional recycling bin. The use, completion, and distribution of this form remains unchanged.

Any questions regarding this Notice may be directed to Policies and Procedures Division, at (213) 486-0400.


MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

**LOS ANGELES POLICE DEPARTMENT
VISITOR ROSTER**

WATCH: _____

DATE	NAME	SERIAL OR ID NO.	DEPT., GOVT AGENCY OR ADDRESS	DESTINATION	IN	OUT	REVIEWED BY