I. POLICY

It is the policy of the Department of Corrections (DOC) to ensure that all persons entering or exiting DOC property (to include leased property) will be properly identified and processed, prior to entering and exiting. The DOC shall also maintain a secure perimeter around each of its facilities consistent with the facility security designation to prevent unauthorized access or egress. [2-CO-3A-01] [4-4171]

II. PURPOSE

The purpose of this administrative regulation (AR) is to provide guidelines for authorization and identification of all individuals entering or exiting DOC property, to provide for security searches for the purpose of controlling contraband, to eliminate unauthorized access by the general public, and to prevent escapes of incarcerated felons. The process for offender visitor’s access to a facility is outlined in AR 300-01, Offender Visiting Program.

III. DEFINITIONS

A. Background Check: A review of records collected and stored in the criminal record repository of the National Crime Information Center (NCIC), Colorado Crime Information System (CCIS), Colorado Department of Corrections offender visiting database, and, if necessary, the Colorado Integrated Criminal Justice Information Center (CICJIS)

B. Contract Worker: A person other than a DOC employee who provides services to the DOC under contract, special assignment, or informal agreement (e.g. purchase order). A contract worker includes self-employed persons, sole proprietors, and persons employed by an employer in the private sector, another public entity, or by another agency of the state of Colorado.

C. Contractor/Construction Worker: An individual who is part of an organization under contract with DOC to build, remodel, or repair DOC property.

D. Designated Access Points: Entrance/exit points to a DOC property as established by the administrative head.

E. DOC Employee: Someone who occupies a classified, full or part-time, position in the State Personnel System (including management profile and at will positions) in which the Department has affect over pay, tenure, and status.

F. Identification (ID) Cards and Badges:
1. **Permanent ID Cards:** White ID cards issued to DOC employees that include a photo, name, title, location, seal, and date issued on the front of the card. The back includes date of birth, height, weight, color of hair and eyes, sex, a bar code indicating social security number, and a warning that the card must be returned to DOC upon termination.

2. **Special (ID) Cards:** Authorized permanent DOC ID cards issued to persons per authorization of the executive director, or designee, which do not display the state seal.

3. **Temporary Badges:** Red or green badges issued to approved individuals who do not have a permanent or special ID. Red badge indicates that an escort is required; green badge indicates that no escort is required.

4. **Construction ID Cards:** ID cards made by individual facilities for utilization during ongoing construction projects occurring on DOC property. The ID cards shall be easily identified as construction ID cards and not easily confused with the facility red/green visitor badges. The appointing authority or designee is responsible to decide if these persons are required to be escorted.

G. **Medical Equipment:** Machinery designed to aid in the diagnosis, monitoring, or treatment of medical conditions.

H. **Portable Electronic Communication Devices:** Devices include, but are not limited to: cellular telephones; cloned cellular telephones; public, private, or family-style radios; pagers; personal digital assistants; any other device capable of transmitting or intercepting cellular or radio signals between providers and users of telecommunication and data services; and portable computers, as defined in CRS 18-8-204(2)(n).

I. **Vendor:** One who sells goods or services to the DOC.

J. **Visitor:** Any authorized person visiting a DOC facility, center, or office.

K. **Volunteer:** A person approved by Faith and Citizen Programs and the respective administrative head/designee to provide services without compensation from the DOC for correctional programs.

IV. PROCEDURES

A. **Background Checks:** Any person entering a DOC facility without a permanent, special, or construction ID card will have a background check completed, prior to entry into a facility or onto DOC owned property.

   1. If at all possible, a completed “Consent to Search Authorization and Registration”, AR form 300-27C, must be received ten days in advance of the anticipated date of access.

   2. Background checks will be completed by the appropriate DOC agency/department, if those persons will be accessing multiple facilities, or by the individual correctional facility, if the person is requesting access to a specific facility. For returning or repeat visits, this check is repeated annually.

   3. In accordance with the Colorado Revised Statutes, the governor, judges of the Supreme Court, Court of Appeals, and district courts are authorized to access any correctional facility under the supervision of the executive director or designee without a background check being conducted.

   4. The administrative head has the discretion to run additional background checks, or to allow certain visitors access without a background check being conducted (e.g. legislators, law enforcement representatives, etc.), or to query the offender visiting database to see if the individual is on an offender’s visiting list.

B. **Access to DOC Property by Holders of a Permanent, Special, or Construction ID Card**
1. A valid permanent, special, or construction ID card will be visible while on DOC Property. As a security measure, all personnel, regardless of uniform, shall be required to display their ID at designated control points.

2. All permanent, special, and construction ID card holders will log in and out manually or electronically at designated access points. Manual sign-in/sign-out logs will be maintained for a minimum of the current year plus one inactive year. Manual sign-in/sign-out logs may be pre-printed with alphabetical listings of all assigned DOC employees, contract workers, and volunteers, and columns for times in and times out of the facility/office.

3. DOC employees from another facility/office will:
   a. Produce and wear DOC-issued ID cards.
   b. Sign in on the “DOC Facility/Office Access Log” (Attachment “A”) indicating:
      1) Name.
      2) Facility/office or department representation.
      3) Purpose of entry
      4) Destination
      5) Time in and time out.
   c. If any DOC employee from another facility/office/department wishes to visit an area other than the one indicated on the access log, he/she will contact and receive permission from the facility shift commander before doing so.

4. DOC employees are authorized to bring state issued or personal weapons onto DOC property provided the weapon is stored within their personal vehicle in a lockbox, which shall be locked and appropriately secured or tethered to the interior of the vehicle.
   a) While on DOC owned or leased property the lockbox may be inspected by the facility Custody and Control Manager or designee.
   b) Personal vehicles containing a secured personal weapon will not be allowed in the inner physical perimeter of a facility.

C. Access to DOC Property by Persons without a DOC Permanent, Special, or Construction ID Card

1. All persons without a permanent, special, or construction ID card will:
   a. Produce an employer issued ID of the approved company performing work at the DOC property or produce a picture ID (e.g., driver’s license, Colorado ID, or passport), which will be exchanged for a red (escort required) or green (no escort required) temporary ID card, in accordance with facility/office implementation/adjustment forms. If the employer issued ID card does not have a photo, a secondary form of ID containing a photo will be requested (not retained) to confirm identity. The administrative head, or designee, will determine which temporary ID card will be issued.
   b. Complete or have on file a signed “Consent to Search Authorization,” Attachment “C.” Refer to AR 300-01, Offender Visiting Program, for offender visitor registration.
   c. Receive verification from the designated access point officer that they are approved to enter.
   d. Sign in and out on the “DOC Facility/office Access Log” (Attachment “A”), at the designated facility/office access point indicating:
1) Name.
2) Organization represented.
3) Purpose of entry.
4) Destination.
5) Time in and time out.

2. Persons who have an active warrant (to include traffic, misdemeanor or felony); are on active parole, probation, or other forms of conditional release (e.g., community programs, intensive supervision) for a misdemeanor or felony; or who have not been off supervision for a felony for at least three years, will not normally be approved to access DOC facilities. Under special circumstances, approval may be granted for access. Decisions with respect to all such persons will be made on an individual basis by the administrative head, with approval from the appropriate deputy director.

Similarly, persons who have extensive or very serious criminal histories, regardless of the three year requirement, can be denied due to posing a potential threat to the safety and security of the facility/office. Disposition of any charges may be required prior to a decision to allow entry. Decisions with respect to all such persons will be made on an individual basis by the administrative head, with approval from the appropriate deputy director.

3. Vendors, repair persons, construction companies, and contractors will be informed of allowable items and that tools must be inventoried. Two copies of the tool inventory must be brought to the facility/office; one to be kept with the tools and one for the facility/office.

4. Media access is governed by Administrative Regulation 1350-01,”Media Access and Stakeholders Tours. Please refer to AR 1350-01 for details.

D. Vehicle Access onto DOC Property: Pedestrians and vehicles shall enter and exit only at designated access points. [4-4172] All vehicles entering or leaving DOC owned or leased property are subject to being searched.

Prior to a vehicle entering into the inner physical perimeter of a correctional facility, all items defined as contraband to include: flares, weapons, ammunition, tools, and tool boxes shall be inventoried or removed and secured in a safe manner.

1. General:
   a. Vehicles will be logged in and out of the facility at designated access control points utilizing AR Form 300-27B, “Vehicle Traffic and Offender Traffic Record,”
   b. All persons shall exit the vehicle, with the exception of offenders in transit from one facility to another.
   c. Vehicles may be searched by assigned DOC employees prior to entering and exiting the property. [4-4192]
   d. Access to the DOC East Cañon Complex will be defined by local procedures.

2. DOC employees will permit access and/or egress of DOC employees transporting offenders by verifying the completed “Request for Transportation and Authorization,” (see AR 300-37RD, Offender Transportation, Attachment “A”) received from the DOC transporting officers.

3. Vehicle Entrance into the inner physical Perimeter of a facility by Persons without a DOC Permanent or Special ID Card:
a. All persons shall present picture IDs (e.g., driver’s license, Colorado ID, or passport). All persons will exchange DOC temporary identification cards for their picture IDs, prior to departure from the facility designated control points.

b. DOC employees will ensure all persons have been cleared to enter the property and will then issue the appropriate red/green badge in exchange for their personal ID.

c. Facilities at or above a Level II shall ensure all vehicles are under direct escort by DOC employees or be under constant monitoring by a control post while inside the secure perimeter.

4. Vehicle Entrance by Authorized Transporting Agencies:
   a. Transporting officers will be required to present their agency IDs, prior to facility admittance.
   b. A secured storage area for all weapons/ammunition will be provided outside the physical perimeter of each facility. This area shall provide for the safe loading and unloading of all weapons.

5. The inspector general and criminal investigators employed by the Office of Inspector General will be permitted to retain their weapons in the vehicle locked in an OIG approved gun vault or locking gun rack, while on DOC owned or leased property.

6. The Appointing Authority, designee shall approve any request to bring weapons and ammunition into the physical perimeter of a facility.

E. Search Procedures for DOC Employees and those Persons with a Special ID

1. All packages, briefcases, handbags, lunch boxes, and other hand carried items shall be routinely searched. Each facility/office I/A shall define what items are allowed to be brought in by DOC employees and persons with a special ID.

2. All DOC employees and holders of a DOC special ID card may be subject to random metal detector searches and pat searches, as directed by the administrative head, or designee. No strip searches will be conducted without approval of the administrative head, and then only by a DOC employee of the same sex.

F. Search Procedures for Persons without a DOC Permanent or Special ID

1. A “Consent to Search Authorization” (AR Form 300-27C) must be completed prior to any search being conducted. If the consent is on file, a facility log (Attachment “A”), which contains the “Declaration of Consent and Waiver,” may be signed. Any individual who refuses to sign the “Consent to Search Authorization” shall not be allowed access to DOC property.

2. Individuals may be subject to metal detector searches and/or pat searches. Pat searches will be conducted at the discretion of the administrative head and then only by a member of the same sex as the person being searched. No strip-searches will occur.

3. All hand carried property may be searched and may be restricted from entry into the facility/office.

4. Legal documents may be searched, but not read.

5. Upon any discovery of a security violation or reasonable suspicion of misconduct, individuals will be asked to leave the facility/office and turn in their temporary identification card. If necessary, the local law enforcement agencies may be notified.
6. This section is also applicable to carriers of a construction ID card.

G. Contraband

1. **DOC employees will conduct searches to control contraband and provide for its disposition. [2-CO-3A-01] [4-4192]** All non-allowable items or contraband discovered will be controlled, as per AR 300-06, *Searches and Contraband Control*.

2. **Portable Electronic Communication Devices:**

   a. Pursuant to CRS 18-8-204(2)(n), Introducing contraband in the second degree, any portable electronic communication device allowed into a detention facility/office must be authorized by the executive director, or designee.

   b. The following portable electronic communication devices have been approved by the executive director, or designee, to be carried and utilized within a detention facility/office by DOC employees, contract workers, and volunteers:

      1) State issued cell phones or other smart devices.
      2) State issued two-way radios.
      3) State issued pagers.
      4) State issued laptop computers, ipads or other notebook devices.
      5) State issued personal digital assistants (PDAs) for DOC Clinical Services employees.
      6) State issued medical equipment with capability to be used as a portable electronic communication device.

   c. Emergency response personnel responding to the facility/office for an emergent situation are approved to bring in their state issued cell phone for use in the performance of their professional duties. These personnel are escorted or directly observed by DOC employees.

   d. Any device not listed requires written authorization from the executive director, or designee, prior to the introduction into the DOC facility/office.

   e. Private contract prisons shall establish regulations regarding approved electronic communication devices in accordance with C.R.S. 18-8-204 and this AR. The regulations shall be submitted to the associate director of Private Prisons Monitoring Unit for review and approval.

   f. Refer to AR 750-03, *Litigation Management*, for policy and procedures regarding the use of computer equipment as it relates to offender legal visits.

H. **Emergency Vehicle Access and Exit of DOC Property:** In the event of an emergency on DOC property, the following procedures shall be used to expedite facility entrance and exit of emergency responders and equipment:

1. If the emergency occurs in the East Cañon Complex, checkpoint shall be notified of the situation and the response to be expected. DOC employees from the affected facility shall be dispatched to escort the emergency vehicles through the designated control points.

2. DOC employees shall be assigned to provide security for emergency responders and equipment.

3. Upon completion, all equipment shall be searched and all emergency responders will be accounted for prior to departure from the emergency site.
4. If the emergency is life-threatening, the emergency vehicle and responders may be expedited through all designated
access points. A brief search will always be conducted, e.g. searching for hostages or extra offenders.

I. Perimeter Patrol

1. Each administrative head shall designate a facility perimeter that is consistent with the particular security
requirements and capability of the facility. The facility’s perimeter is controlled by appropriate means to provide
that offenders remain within the perimeter and to prevent access by the general public without proper
authorization. [2-CO-3A-01] [4-4171]

2. On the East Cañon Complex (ECC), perimeter patrol will normally be a function of the external security unit of
Cañon Minimum Centers (CMC).

3. The perimeter designation shall address the following based on the facility’s security designation:
   a. Identification of the facility’s perimeter.
   b. Identification of types, location, and number of towers, sensor systems, fences, gates, surveillance devices, and
      motor patrols to be used on each shift and designated facility access points.

J. Construction Worker Access for Large Scale, Ongoing Construction Projects

1. General:
   a. Facility Management Services (FMS), in cooperation with the director of Prisons or designee, will identify
      construction projects that would benefit from having construction workers issued an ID for the duration of the
      project. All others will follow policy for persons without a DOC permanent or special ID card.
   b. A background check will be completed by FMS and shall follow the procedures of Section IV.C.2.
   c. Once access is approved, FMS will notify the facility administrative head of the workers who are approved to
      have a construction ID card issued. The facility will arrange photos and make the construction ID cards. These
      cards will be made in a manner so they are clearly different from employee ID cards and the red/green visitor
      badges. All construction workers shall be required to read, fill out, and sign a “Consent to Search
      Authorization” form. The construction worker will sign for the ID card and will return the card when the
      project is complete.
   d. A list of all ex-felons that have been approved for entry will be forwarded to the administrative head and
      inspector general.
   e. Any approved construction worker who is later found to have an outstanding warrant will be denied access until
      such time the warrant has been satisfied and the administrative head approves facility entry. The appropriate
      law enforcement agency will be notified immediately of all construction workers onsite found to have
      outstanding warrants.
   f. Any time a construction worker violates a DOC security practice or rule, the construction worker may be
      removed from the DOC property until such time as the issue is reviewed by the administrative head for a final
determination.
   g. The Facility Management Services project representative will be responsible to purchase the construction ID
      cards.
2. The administrative head/designee will:
   a. Maintain copies of all of the consent to search forms and construction worker ID card issue records.
   b. Give an orientation to the contractors as to what is expected of all persons working on DOC property or near offenders.

V. RESPONSIBILITY

A. The administrative head, or designee, shall be responsible for the identification and control of all persons entering and exiting their respective area of responsibility and for designating a facility perimeter, where appropriate.

B. All DOC employees, contract workers, and volunteers are responsible for complying with this AR.

C. All facility/office designated control point DOC employees are responsible for understanding and implementing this AR.

D. DOC employees, contract workers, and volunteers who have lost their DOC identification card are responsible for reporting the loss in accordance with AR 1450-01, Code of Conduct.

E. Facility Management Services is responsible to:
   1. Identify projects that would benefit from having construction workers issued an ID card.
   2. Complete background checks on identified construction workers and send the facility administrative head the list of construction workers authorized to have a construction ID card issued.

VI. AUTHORITY

A. CRS 17-1-103. Duties of the executive director.
B. CRS 17-1-109. Duties and functions of the warden.
C. CRS 17-20-122. Justification of officer.
D. CRS 17-20-123. Insurrection - duty of citizens.
E. CRS 17-20-124. Visitors at correctional facilities.
F. CRS 17-31-103. Volunteers - rehabilitation and transition - programs.
G. CRS 18-8-204. Introducing contraband in the second degree.

VII. HISTORY

January 1, 2014
August 15, 2009
August 15, 2008
August 15, 2007
August 15, 2006
December 1, 2005
July 15, 2005
July 15, 2004
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ATTACHMENTS:  
A. AR Form 300-27A, DOC Facility/Office Access Log  
B. AR Form 300-27B, Vehicle Traffic and Offender Traffic Record  
C. AR Form 300-27C, Consent to Search Authorization and Registration  
D. AR Form 100-01A, Administrative Regulation Implementation/Adjustments
COLORADO DEPARTMENT OF CORRECTIONS  
FACILITY/OFFICE ACCESS LOG 

As a condition of entering the property of the Colorado Department of Corrections, I hereby consent to any search of my person and/or any of personal property, or of the person of any minor children accompanying me or of any vehicle that I may bring on the grounds of this facility/office. I acknowledge that I have the opportunity to leave the facility/office immediately if I choose not to give this consent to search.

DATE: __________________

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Attachment “A” Page 1 of 1
## VEHICLE TRAFFIC

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Attachment “B”
Page 1 of 1
STATE OF COLORADO  
DEPARTMENT OF CORRECTIONS  
CONSENT TO SEARCH AUTHORIZATION AND REGISTRATION

A. UNDER THE PROVISIONS OF COLORADO LAW, THE FOLLOWING ITEMS ARE DECLARED CONTRABAND TO THE OFFENDER POPULATION. VISITORS SHALL NOT INTRODUCE OR ATTEMPT TO INTRODUCE THESE ITEMS INTO THIS FACILITY/OFFICE OR AT ANY LOCATION WHERE AN OFFENDER IS LIKELY TO BE LOCATED WHILE SUCH OFFENDER IS IN THE CUSTODY AND UNDER THE JURISDICTION OF A POLITICAL SUBDIVISION OF THE STATE OF COLORADO OR THE DEPARTMENT OF CORRECTIONS, BUT NOT ON PAROLE.

1. Any dangerous instrument: A firearm, explosive device or substance (including ammunition), knife or sharpened instrument, poison, acid, bludgeon, or projective device, or any other device, instrument, material, or substance which is readily capable of causing or inducing fear of death or bodily injury, the use of which is not specifically authorized.
2. Alcoholic beverages.
3. Controlled substances.
4. Any key, key pattern, key replica, or lock pick.
5. Any tool or instrument that could be used to cut fence or wire, dig, pry, or file.
6. Any money or coin of United States or foreign currency or any written instrument of value.
7. Any uncanceled postage stamp or implement of the United States postal service.
8. Any counterfeit or forged identification card.
9. Any combustible material.
10. Any drug, other than a controlled substance, in quantities other than those authorized by a physician.
11. Any mask, wig, disguise, or other means of altering normal physical appearance which could hinder ready identification.
12. Any drug paraphernalia: all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the laws of this state.
13. Any material which is “obscene.”
14. Any chain rope or ladder.
15. Any cigarettes or tobacco products.
16. Any portable electronic communication device including but not limited to cell phones, public, private or family style radios, pagers, personal digital assistants, any other device capable of transmitting or intercepting cellular or radio signals, and portable computers; except those devices authorized by the executive director of the DOC.
17. Any article or thing that poses or may pose a threat to the security of the DOC facility/office as determined by the Administrative Head of the facility/office. This shall include but not be limited to: matches, cigarette lighters, any substances used for brewing or making intoxicating beverages, any counterfeit or forged medium of exchange, or paraphernalia used to produce this medium, any written message, item or object that is to be sent or brought to another offender, batteries, cameras, film, flashbulbs, flashlights, chewing gum, pets, plant life, or any article or substance that is not specifically allowed by facility/office procedures.

AUTHORITY
CRS 12-22-203 CRS 12-22-303 CRS 12-46-103 CRS 12-47-103
CRS 18-7-101 CRS 18-8-203, 204, 204.1, 204.2 CRS 18-18-102 CRS 18-18-202 thru 207CRS 18-18-426

B. PENALTIES:
ANYONE VIOLATING SECTION A MAY BE BARRED FROM THE FACILITY AND MAY BE SUBJECT TO CRIMINAL PROSECUTION

Attachment “C”
Page 1 of 2
C. DECLARATION OF CONSENT AND WAIVER

AS A CONDITION OF ENTERING THE PROPERTY OF COLORADO DEPARTMENT OF CORRECTIONS, I HEREBY CONSENT TO ANY SEARCH OF MY PERSON AND/OR ANY OF MY PERSONAL PROPERTY, OR OF THE PERSON OF ANY MINOR CHILDREN ACCOMPANYING ME OR OF ANY VEHICLE THAT I MAY BRING ON THE GROUNDS OF THIS FACILITY/OFFICE. I ACKNOWLEDGE THAT I HAVE THE OPPORTUNITY TO LEAVE THE FACILITY/OFFICE IMMEDIATELY IF I CHOOSE NOT TO GIVE THIS CONSENT TO SEARCH.

I HEREBY DECLARE THAT I HAVE READ AND UNDERSTAND, AND WILL ABIDE BY THE PROVISIONS OF THE ABOVE REGULATIONS. I UNDERSTAND THAT VIOLATION OF ANY OF THE ABOVE PROVISIONS, OR THE ENTERING OF ANY FALSE INFORMATION ON THIS FORM MAY RESULT IN MY BEING BARRED FROM OR DENIED ACCESS TO THE COLORADO DEPARTMENT OF CORRECTIONS STATE PENITENTIARY OR ANY OF ITS FACILITIES.

SECTION I: GUEST DATA

Date: ___________________________ Purpose of Visit/DOC Person of Contact: ___________________________

SECTION II: GUEST VEHICLE DATA

<table>
<thead>
<tr>
<th>LICENSE #</th>
<th>STATE</th>
<th>MAKE OF CAR</th>
<th>MODEL</th>
<th>YEAR</th>
<th>COLOR</th>
<th>IF YOU WERE A PASSENGER, YOU MUST IDENTIFY THE CAR IN WHICH YOU ARRIVED</th>
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SECTION III: GUEST DATA

Name (Printed): ___________________________________________

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<th>LAST:</th>
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<th>DOB:</th>
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ADDRESS: _____________________________________________

CITY: __________________ ST: __________________ ZIP: _____________

DRIVERS LICENSE #: ___________________________

STATE: _____________ HEIGHT: _____________ WEIGHT: _____________ HAIR: _____________ EYES: _____________

SOCIAL SECURITY NUMBER: (optional)

COMPANY NAME If Applicable: ___________________________

ADDRESS: ___________________________________________

CITY: __________________ ST: __________________ ZIP: _____________

PHONE: __________________ FACILITY/OFFICE/DESTINATION: __________________

The information I have provided is correct and I have read and understand the Declaration of Consent and Waiver.

SIGNATURE ___________________________________________ DATE ___________________________

Attachment “C”
### ADMINISTRATIVE REGULATION
#### IMPLEMENTATION/ADJUSTMENTS

<table>
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<tr>
<th>CHAPTER</th>
<th>SUBJECT</th>
<th>AR #</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Facility Security</td>
<td>Access and Control</td>
<td>300-27</td>
<td>1/01/15</td>
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(FACILITY/WORK UNIT NAME) ____________________________________________

WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

[ ] AS WRITTEN  [ ] NOT APPLICABLE  [ ] WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE AR

(SIGNED) ______________________________________ (DATE) _______________________

Administrative Head

Attachment “E”

Page 1 of 1