The City of New York Department of Correction		Special Operations Division Rikers Island Security Unit

Form SOD/RISU2	CLEARANCE REQUEST AND AUTHORIZATION FORM	Effective 3/16/98

SECTION #1 –

Complete all of the required information in Sections #2, #3 and #4. Submission of a clearance request does not necessitate approval. The command receives Notification of denials via fax and/or in writing. Confirmation of approvals shall be telephonically effected as follows:

Wardens/Commanding Officers or Deputy Wardens shall initiate facility clearance requests. All other commands (bureaus, divisions or units) – Senior Staff Members or Commanding Officers or Executive Officers, only. It is the responsibility of each facility/command to ensure that visitors are advised of the security/safety issues of the Riker's Is. Correctional Complex (e.g.. speed limit, securing vehicles, display of ID/pass, unauthorized items)

Category	*Clearance Location*	*Telephone #*
Vehicle Access/Pass	*Construction Control Trailer*	*(718) 546-1578*
Public Transportation	*Rikers Is. Main Control Bldg.*	*(718) 546-1565*
Problems/Information	*Rikers Is. Clearance Office*	*(718) 546-1539*

SECTION #2 – Command Requests / Escort Information

Date Requested:	Requested By (Print Last and First Name)	Rank/Title:	Shield/ID#	Command	Telephone #:
Uniform Escort Provided? ☐ Yes ☐ No	Escort Officer (Print Last and First Name)	Rank:	Shield #:	Command:	Telephone #: (_ _ _) _ _ _ - _ _ _ _
Command Authorization ☒ Approved ☐ Denied	Sr. Staff/Comm. Off./Dep. Warden/Exec. Off.:	Rank/Title:	Shield/ID #:	Command:	Telephone #:

SECOION #3 – Clearance / Oisit Information - COMPANY NAME: 072201748CPD

Date of Visit:	Visitors' Full Name	Title	Visitors' Full Name	Title	Vi	Title
	1.		6.		11.	
Estimated Time of Arrival:	2.		7.		12.	
	3.		8.		13.	
Agency / DOC Affiliation	4.		9.		14.	
	5.		10.		15.	

Destinations (Check All That Apply):

☐ ARDC	☐ JATC	☐ Assets Management/Environmental Health	☐ Correction Industries Div./Support Services Unit	☐ Riker's Is Main Control Bldg	☐ Riker's Is Visitor Control Bldg
☐ AMKC	☐ NIC	☐ Bureau Chiefs' Trailer	☐ DGS (Dept. of General Svcs.) Trailer	☐ Transportation Div.	
☐ CIFM/HHP	☐ OBCC/CPSU	☐ Chapel	☐ Dockhouse/Ferryboats (OBCC Annex)	☐ Shore Rd. Trailer (Specify Area/Unit)	
☐ GMDC	☐ RMSC/STEP	☐ Chief of Department's Field Office	☐ Firehouse/K-9 Unit	☐ Special Operations Div. (Specify Area/Unit)	
☐ GRVC	☐ WF/CDU	☐ Construction Management Unit	☐ Powerhouse	☐ Other (Specify **Location**):	

Reason For Visit ☐ Construction ☐ Delivery ☐ Repair ☐ Volunteer Work ☐ Clergy ☐ Meeting ☐ Survey ☐ Other (Specify) _____

Type of Access/Pass ☐ Gate #1 Restricted ☐ East/West Parking Field ☐ Gate #2 Restricted ☐ Gate #1 Unrestricted ☐ Other (Specify) _____

SECTION #4 – Vehicle Information

☐ Chack Here if None *In the event the number of vehicles exceeds four (4), attach additional vehicle information on a 600ar.*

Vehicle	Year	Make	Model	Color	License Plate	State	Vehicle Type				
#1							☐ Car	☐ Van	☐ Bus	☐ Truck	☐ **Other**
#2							☐ Car	☐ Van	☐ Bus	☐ Truck	☐ Other
#3							☐ Car	☐ Van	☐ Bus	☐ Truck	☐ Other
#4							☐ Car	☐ Van	☐ Bus	☐ Truck	☐ Other

SECTION #5 – FOR SOD USE ONLY:

Date Received: / /	Reviewed By (Clearance Officer)	Rank:	Shield #:
Time Received: : hr.	Approved By (SOD/RISU Supervisor)	Rank:	Shield #:
Final Determination ☐ Approved ☐ Denied	Type of Access/Pass: ☐ Gate #2 Restricted	☐ Gate #1 Restricted ☐ Gate #1Unrestricted	☐ East/West Parking Field ☐ Other (Specify) _____

SOD Time Stamp

Remarks: