

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Escort Officer (Print Last and First Name)	Rank:	Shield #:	Command:	Telephone #: ( ___ ) ___ - ____
Command Authorization <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Sr. Staff/Comm. Off./Dep. Warden/Exec. Off.:	Rank/Title:	Shield/ID #:	Command:	Telephone #:

SECTION #3 – Clearance / Visit Information - COMPANY NAME:

Date of Visit:	Visitors' Full Name	Title	Visitors' Full Name	Title	V i s i t e r T i t l e
	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):

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

Reason For Visit	<input type="checkbox"/> Construction	<input type="checkbox"/> Delivery	<input type="checkbox"/> Repair	<input type="checkbox"/> Volunteer Work	Type of Access/Pass	<input type="checkbox"/> Gate #1 Restricted	<input type="checkbox"/> East/West Parking Field
	<input type="checkbox"/> Clergy	<input type="checkbox"/> Meeting	<input type="checkbox"/> Survey	<input type="checkbox"/> Other (Specify) _____		<input type="checkbox"/> Gate #2 Restricted	<input type="checkbox"/> Gate #1 Unrestricted
							<input type="checkbox"/> Other (Specify) _____

SECTION #4 – Vehicle Information

Check 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							<input type="checkbox"/> Car	<input type="checkbox"/> Van	<input type="checkbox"/> Bus	<input type="checkbox"/> Truck	<input type="checkbox"/> Other			
#2							<input type="checkbox"/> Car	<input type="checkbox"/> Van	<input type="checkbox"/> Bus	<input type="checkbox"/> Truck	<input type="checkbox"/> Other			
#3							<input type="checkbox"/> Car	<input type="checkbox"/> Van	<input type="checkbox"/> Bus	<input type="checkbox"/> Truck	<input type="checkbox"/> Other			
#4							<input type="checkbox"/> Car	<input type="checkbox"/> Van	<input type="checkbox"/> Bus	<input type="checkbox"/> Truck	<input type="checkbox"/> Other			

SECTION #5 – FOR SOD USE ONLY:

Date Received: / /	Reviewed By (Clearance Officer)	Rank:	Shield #:	<i>SOD Time Stamp</i>
Time Received: : hr.	Approved By (SOD/RISU Supervisor)	Rank:	Shield #:	
Final Determination <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Type of Access/Pass:	<input type="checkbox"/> Gate #1 Restricted	<input type="checkbox"/> East/West Parking Field	
		<input type="checkbox"/> Gate #2 Restricted	<input type="checkbox"/> Gate #1 Unrestricted	<input type="checkbox"/> Other (Specify) _____

Remarks: