

The City of New York  
Department of Correction



Special Operations Division  
Rikers Island Security Unit

SOD/RASU2

**CLEARANCE REQUEST AND AUTHORIZATION FORM**

Effective 4/24/98

**SECTION # 1 - Instructions**

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 Officer or Deputy Warden shall initiate facility clearance request. 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 Rikers's Is. Correctional Complex (e.g. speed limits, 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 Bldgs	(718) 546-1565
Problems/Information	Rikers Is Clearance Office	(718) 546-1539

**SECTION # 2 - Command Request/Escort Information**

Date Requested:	Requested By: (Print last and First Name):	Rank/title	Shield/ID#	Command	Telephone #
Escort required <input type="checkbox"/> YES <input type="checkbox"/> NO	Escort Officer (Print Last and First Name):	Rank/title	Shield/ID#	Command	Telephone #
Command Authorization" <input type="checkbox"/> YES <input type="checkbox"/> NO	Signature-Sr. Staff/Comm. Off./DW-Exec Off	Rank/title	Shield/ID#	Command	Telephone #

**SECTION # 3- Clearance/Visit Information**

PIN 072201536NSD

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

Destination (Check aoo that Apply):

- RNDC  JATC  Assets Mgnt/Enviro Health  Correction Indutries Div/Support Services U.  Riker's Is. Main Control Bldg.
- AMKC  NIC  Bureau Chief's Trailer  DGS (Dept. of General Services)trailer  Riker's Is. Vistor Control Bldg.
- EMTC/HIIP  OBCC/CPS  Chapel  Dockhouse/Ferryboats (OBCC Annex)  Shore Rd. Trailers (Specify Area/Unit)
- GMDC  RMSC/STE  Chief of Dept. Field Office  Firehouse/K-9 Unit  Special Operations Div. (Specify Area/Unit)
- GRVC  WF/CDU  Construction Mgnt. Unit  Powerhouse  Other (N.S.D. TRAILER)  Transportation Div.

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 Location):

**SECTION # 4 - Vehicle Information**

Check here if none: *In the event the number of vehicles exceed 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(Specify)
# 2							<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Truck <input type="checkbox"/> Other(specify)
# 3							<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Truck <input type="checkbox"/> Other(Specify)
# 4							<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Truck <input type="checkbox"/> Other(Specify)

**SECTION # 5 - FOR SOD USE ONLY:**

Date Received	Reviewed By (Clearance Officer)	Rank:	Shield	<b>SOD Time Stamp</b>
Time Received hr	Approved By (SOD/RISU SUPERVISOR):	Rank:	Shield	
Final Determination: Type of Access /Pass				

Approved  Denied  Gate #2 Restricted  Gate #1 Unrestricted  Other (specify):
   
 Gate #1 Restricted  East/West Parking Lot

Remarks:

