

VDF ACCESS CONTROL TEAMS

- I. **Mission:** To monitor and control access of all persons attempting entry into a permanent or temporary restricted facility or makeshift secured area and to deny access to those not authorized to enter. Use an Access Roster to determine who is authorized to enter the restricted area. To be able to correctly identify all military and civilian personnel seeking access. To establish a temporary makeshift secured area when a permanent structure may be unavailable.
- II. **Orders:** Obtain these from the Facility Supervisor or Manager.
 1. General Orders
 2. Special Orders
 3. Area of Responsibility
 4. Rules of Engagement
- III. **Types** of restricted and/or secured locations:
 1. Emergency Operations Center
 2. Command Center
 3. Shelter
 4. Roadblock
 - A. Control vehicle access to evacuated/dangerous areas.
 - B. Direct persons evacuating by vehicle.
- IV. Access Control:
 1. **Set up**
 - A. Obtain an Access Roster from the manager/supervisor of the facility.
 - B. Obtain the required documentation (i.e. sign in roster) that the manager/supervisor decides to use for personnel/visitor(s) signing in.
 - C. Obtain visitor ID cards/badges as appropriate.
 - D. Determine with the facility supervisor/manager the process for turning people away who do not have authorization to enter and the process for responding to disruptive persons.
 - E. Locate the entry control point so that everyone must pass thru.
 - F. Good view of approach for earliest observation.
 - G. Shelter from elements.
 - H. Night time lighting concerns.
 2. **Staffing**
 - A. Two PAX per post minimum
 - B. Higher flow post may require additional PAX

- C. 24 hours manning with relief considerations
- D. Appropriate clothing as dictated by weather
- E. Required LBE/LBV

3. Tools

- A. Access Procedures
- B. Examples of ID Cards
- C. Visitor access cards/badges
- D. Special Orders
- E. Sign In/Out Roster
- F. Flashlight/w batteries
- G. Radio or landline telephone
- H. Traffic Vest
- I. Power source as required
- J. Weather gear
- K. Whistle (If available)

V. Subject Approach

- 1. Greet the subject IAW the proper courtesy and request their identification.
- 2. Determine if they are authorized to enter against the Access Roster.
- 3. If you can identify them but they are not on the access roster, contact the Sergeant of the Guard or the facility manager. Some important players may not be on the access roster.
- 4. Have authorized visitors sign in and out, upon departure.
- 5. Politely turn the unauthorized and unwanted away – if a problem develops contact the Sergeant of the Guard or the facility supervisor for assistance.
- 6. The role may vary depending on the location. Example: Shelter operations may be more of a flow control system.

VI. Personnel Identification

- 1. Critical part of access control
- 2. Know your fellow VDF staff, local officials, and key Guard personnel.
- 3. Determine from the facility manager/supervisor what types of ID cards will be used to allow access into the facility.
- 4. Determine if visitor access cards will be used and by whom:
 - A. Unescorted cards: Persons authorized unlimited access to the facility
 - B. Escorted cards: Persons who must be escorted at all times
 - C. Use the sign in roster as a means to track and account for all cards.
- 5. Common forms of identification:

- A. Local government issued employee identification cards
 - B. State issued employee identification cards
 - C. Department of Military Affairs identification cards
 - D. Virginia driver's license
 - E. Military identification cards
6. Don't assume access based on a uniform or rank. If you don't know them, take positive steps to identify them. Be professional and polite.
 7. ID cards come in different types and styles, check the front and the back of the ID.
 8. Use two forms of ID ensuring that the information on both ID's match.
 9. Determine the expiration date of the ID card; if expired, check with the manager/supervisor on action to take.
 10. You may ask questions of the subject regarding information on the card.
 11. Look for obvious attempts to alter the ID.
 12. Compare the sign in signature to the signature on the ID card.
 13. Know about special access badges. Know what they look like and their function.
 14. Be aware of temporary ID cards

VII. Roadblocks

1. Location in keeping with plans of usage.
2. Place roadblock so that traffic cannot avoid it.
3. Attempt to use intersections so that turned away traffic can easily be directed to another route.
4. Use signage prior to the roadblock to alert and prepare drivers.
5. Adequate lighting with power source.
6. Use soft devices to avoid damage and to easily adjust the flow of traffic as needed.
7. Know what vehicles are authorized to enter – special orders
8. Safety of personnel – Traffic vest, flashlight, communications, leave a way out.
9. Be professional and firm with the public. Drivers will be upset, hostile and have questions
10. Minimum PAX is four per shift.

VIII. Shift Change

1. Ensure shift briefing is completed:
2. Review of general and special orders
3. Account for visitor badges
4. Account for all post equipment: flashlights, vests, cones, telephone
5. Conduct communications check
6. Recharge handheld radios as appropriate