



Visitor Screening Checklist

1. Purpose

To ensure all visitors entering a Black Flag-protected facility are properly identified, vetted, documented, and escorted according to safety and contract requirements.

2. Pre-Screening Requirements

- Officer present at screening station
- Badge, radio, and equipment functioning
- Screening area clear of unauthorized individuals
- Visitor logs or screening software ready

3. Initial Visitor Interaction

Greeting & Behavior Assessment:

- Professional greeting
- Appropriate eye contact
- No signs of intoxication or impairment
- No aggressive, evasive, or unusual behavior
- All parties accounted for

Purpose of Visit:

- Visitor states clear purpose
- Purpose aligns with facility expectations
- Appointment or pre-approval verified

4. Identification Verification

- Government-issued photo ID checked
- Photo matches visitor appearance
- ID valid and not expired
- ID information logged per SOP
- Visitor not on restricted/banned list
- Name matches appointment roster

5. Belongings & Contraband Screening

- Visitor agrees to screening
- Bags inspected or X-rayed
- No weapons detected
- No prohibited objects found
- Electronics inspected (if required)
- Pockets checked (if policy allows)
- Contraband handled per procedure

6. Access Authorization

- Screening complete with no concerns

Access Level:

- Public Area Only
- Escort Required
- Access Denied

If Escort Required:

- Escort notified and confirms arrival
- Movement restrictions explained

If Access Denied:

- Visitor informed professionally
- Supervisor notified
- Incident documented
- Law enforcement contacted if threat indicators present

7. Visitor Badge Issue

- Badge issued
- Badge number recorded
- Expiration time assigned
- Visitor instructed to display badge
- Directions to destination provided

8. Entry Logging

- Time in recorded
- Officer name logged
- Destination/contact person noted
- Vehicle information recorded (if applicable)
- Photo captured (if supported)

9. Monitor Visitor While On Site

- Visitor follows facility rules
- Escort present (if required)

- No suspicious behavior observed
- No deviation from approved areas

10. Exit Procedure

- Visitor signs out
- Badge collected
- Time out recorded
- Escort confirms completion (if required)
- Any unusual actions logged

11. Incident Indicators (Red Flags)

- Avoids questions or inconsistent answers
- Attempts to bypass screening
- Refuses ID or screening
- Presents false or altered ID
- Observes or records security operations
- Attempts unauthorized entry
- Displays agitation, pacing, or scanning behaviors
- Carries excessive/unusual bags or equipment

12. Documentation Requirements

- Visitor Screening Log completed
- Denied entries documented
- Suspicious behavior reported via BFS Incident Report
- Supervisor and admin notified if required