

### SECURITY REQUEST

NAME OF REQUESTOR	DATE
DEPARTMENT	WORK PHONE NUMBER
REASON FOR REQUEST	
NAME OF PERSON TO BE AWARE OF	
BRIEF PHYSICAL DESCRIPTION OF THE INDIVIDUAL (GENDER, HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, ANY DISTINGUISHING CHARACTERISTICS, TATTOOS, PIERCINGS, ETC.) <input type="checkbox"/> <b>*Attach 4 copies of a recent photo of the individual</b>	
SECURITY INSTRUCTIONS ON HANDLING PERSON OF INTEREST <input type="checkbox"/> Do not allow individual(s) beyond security station and notify listed contact(s) that individual(s) are on site. <input type="checkbox"/> Individual(s) are not allowed inside of building and on building grounds - contact CHP (or local law enforcement) if individuals do not leave premises or loiter off premises; notify listed contacts. <input type="checkbox"/> Hold individual at security station, call listed contact(s) for escort. <input type="checkbox"/> Do not divulge employee information (office room number and/or floor, office phone, employee works in building, approximate work hours, etc.). <input type="checkbox"/> Escort individual(s) out of building at designated time and date. <input type="checkbox"/> Other	
PERIOD OF OBSERVATION (PLEASE INDICATE DATES)	
FROM:	TO:
<b>PERSON TO BE NOTIFIED IF THE INDIVIDUAL(S) IS OBSERVED IN THE RESOURCES BUILDING</b>	
NAME	PHONE NUMBER
INFORMATION PROVIDED (PLEASE CHECK AS APPROPRIATE)	
<input type="checkbox"/> PHOTO <input type="checkbox"/> COPY OF RESTRAINING ORDER <input type="checkbox"/> OTHER	
HAND CARRY COMPLETED FORM TO:	
DWR FACILITIES, TRANSPORTATION, AND PROPERTY OFFICE ROOM 338 653-7233	

**SECURITY REQUEST INSTRUCTIONS**

1. When a Resources Building employee is requesting an individual be denied access to the building due to security reasons, the requestor must complete a Security Request (DWR 9522).
2. The employee/requestor completes the form, prints it out, and delivers it to the Security Guard Coordinator in the Facilities, Transportation, and Property Office, Headquarters Room 338.
3. Attach 4 color copies of a recent photo of the individual in question to the completed form. Photo should be no smaller than 4 x 5 and no larger than 8 x 10.
4. The Facilities, Transportation, and Property Office will provide the information to the security guards. The security guards will be on the lookout for the individual in question and will notify the contacts noted on the DWR 9522 should the individual enter the building.

Please remember this is a public building and only a restraining order can keep an individual from entering the building.