



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT

SOP #5

JAPAN

Unit 5072 APO AP 96328-5072

PACIFIC

January 22, 2004

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Visitor Identification (ID) Badges

References: (a) Office of District Superintendent-Japan, Standard Operating Procedures (SOP) number 4, August 9, 1995 (hereby cancelled)
(b) DoDEA Regulation 4700.2, Internal Physical Security, March 27, 2001

1. Reference (b) requires that the District Superintendent develop a policy to ensure that the use of an ID badge for visitors to schools is established.
2. In order to prevent unauthorized entry to school offices or classrooms, each school will establish a positive personnel identification and control system and a visitor register log to ensure all visitors to the school are issued a visitor badge in accordance with the guidance provided in DoDEA Regulation 4700.2, Enclosure 4, paragraph E4.2.2.6.1 through E4.2.2.6.4. As a minimum the visitor badge should include:
 - a. Name and address of the school to facilitate the return of the badge if it is lost or recovered.
 - b. Unique badge color so the badge can easily be recognized from a distance.
 - c. A badge number and the word "VISITOR."
 - d. Lamination or made of a durable substance to prevent easy alteration or mutilation.
3. In addition to the visitor and control requirements listed above, the following must also be complied with:
 - a. Signs must be prominently displayed on each school building notifying visitors that visitor control procedures are in effect and that visitors should report to the administrative office; building and room number should be indicated. Students and school staff should be informed of the procedures to direct visitors to the office.
 - b. Use DoDEA Form 4704 "Visitors Register" to record the identity of each visitor.
 - c. The badge should be worn on the outer clothing above waist level.
 - d. Ensure that visitor badges are recovered when the visit is concluded.
4. Principals should develop a reasonable method to monitor visitors during events that have mass participation, for example parent conferences, indoor sporting events, etc. After these events, the facility should be thoroughly inspected.

5. Recommend that your policy for receiving and communicating telephonic messages to students be reviewed to assure that there is some method of positive identification of the caller. If necessary no phone call messages without positive identification should be given to students.

//original signed//

Bruce Derr

District Superintendent