

BOO-60 DBO Visitor Log Instructions

Visitor Log Purpose: The purpose is two-fold. The first is to meet and exceed State Security requirements. The second is to create and maintain a record of visitors to each DBO facility. The Visitor Log is mandatory.

Column	Heading	Instructions
	Date Range and Location	Write the week's dates. January 6-10, 2020 is written exactly like this. The location should be written as the street address and city. For example, 1515 K Street, Sacramento.
1	Line Number	The line number establishes a reference for each entry. There are 50 visitor entries per sheet. Use both sides.
2 & 3	First Name, Last Name	Write the visitor's first and last name.
4	Signature	The visitor signs their name.
5	Company	Write the company the visitor represents. If no company, write N/A.
6	Time In	Write the time the visitor completes the Visitor Log.
7	Time Out	Write the time the DBO escort and the visitor return and the visitor turns in the visitor tag.
8	Visitor Tag Number	Write on both the Visitor Log and the visitor tag a number. The number is made up of the month/day/year/line number. For example, a visitor logged on line 15 and visiting on September 9, 2019 would have the following number: 0905201915.
9	Reason for Visit	Write in the reason for the visit. If this is a technician or someone responding to an IT HTS or BOO BOTS ticket request, write in the ticket number provided by the DBO Escort.
10	DBO Escort	Security Protocol requires all visitors be escorted by DBO personnel to enter and upon leaving the DBO office. Write the DBO personnel's name and Program in this column.

<p>Weekly Submission</p> <p>On Monday, scan and send the previous week's Visitor Log to security@dbo.ca.gov</p>	<p>Monthly Submission</p> <p>At the end of each month, mail the physical Visitor Logs via internal mail to: Visitor Log Coordinator/Aaron Scott DBO IT Department 1515 K Street, Ste 200 Sacramento, CA 95814</p>
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