

PHYSICAL SECURITY PROCEDURES FOR VISITORS TO THE ITC

- The center double glass entry doors to the first floor lobby vestibule will be unlocked during normal business hours (8:45 a.m. to 5:15 p.m. Monday through Friday). Visitors should enter and proceed to the left. Disabled visitors should enter through the glass doors on the left. ***Deliveries and pickups will be directed to the loading dock.***
- All visitors to the ITC must possess a current, government-issued, photo identification card (e.g. a drivers' license or a U.S. passport) and surrender it to the central guard desk in return for a visitor badge before admittance to Commission offices and courtrooms. Visitor badges will be issued to and must be visibly displayed by visitors at all times.
 - The exception to this policy is federal government employees attending a meeting who have been cleared by the Physical Security Officer in advance. In order to be cleared for a meeting, ITC employees must provide a list of Federal government attendees to the Physical Security Officer (from the *Forms* section of the Intranet) at least 48 hours in advance of the meeting. The federal government employees will not need to be escorted within the building, but must visibly display their Federal ID badges at all times.
- A guard will be stationed in front of the main entry doors to check identification cards, sign in visitors for the first floor, contact employees to sign in and escort visitors to the floors above the first floor, and answer information questions. A second guard will be stationed at a scanning station to the left to process visitors. All visitors must proceed through a scanner and have their bags, boxes, and other personal items scanned before signing in at the center console guard desk and entering the building. A third guard is strategically stationed within the first floor elevator lobby to observe the entire length of the corridor and to ensure that persons attending hearings or trials in the hearing room or one of the courtrooms do not enter the elevators.
 - *First floor only.* Visitors to the first floor only (hearing and courtroom events, the Office of the Secretary (Suite 112), and visits (but not deliveries) to Docket Services (Suite 112)) will receive a badge entitled "first floor access only." The badges are numbered and the front desk security guard will retain the visitor's photo identification until the badge is returned at the end of the visit. Visitors attending a confidential hearing will retain their photo identification for the identification process in the Office of the Secretary.
 - *Second floor only.* Visitors to the second floor only (Courtroom C) will undergo the standard screening process in the front lobby before accessing the elevators to the second floor. Once on the second floor, visitors will receive a badge entitled "second floor access only." The badges are numbered and the second floor desk security guard will retain the visitor's photo identification until the badge is returned at the end of the visit. Visitors will be expected leave the building immediately upon court session ending utilizing the two elevators to the right, down to the front lobby.
 - *Floors above the first floor.* Visitors to floors above the first floor will receive a badge entitled "escort required." The badges are numbered and the front desk security guard will retain the visitor's photo identification until the badge is returned at the end of the visit. The guard will call the intended host's telephone number as shown in the ITC Telephone Directory and notify him/her of the visitor(s). These visitors must be met at the guard's desk in the main lobby by ITC point of contact who will escort them to and from the location of the meeting or office destination. Visitors must be escorted during any meeting and other movement throughout the building, including their return to the main lobby. The host and/or escort must ensure that the visitor signs out at the main guard's desk and returns the visitor's badge to the security guard.

Violation of security procedures is a potentially serious matter