

**Contractor Request for Photographic Equipment to Enter the Facility**

**RETURN TO THE FACILITY MAINTENANCE MANAGER**

DATE: \_\_\_\_\_ D.G.S. Project Number: \_\_\_\_\_

Contractor's Authorized Representative: \_\_\_\_\_

Name Printed

Signature

DATE AND TIME OF EXPECTED ARRIVAL: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

ESTIMATED TIME TO COMPLETE THE PHOTOGRAPHS: \_\_\_\_\_

NAME OF INDIVIDUAL THAT WILL BE ESCORTING: \_\_\_\_\_

UNDER NO CIRCUMSTANCES ARE PHOTOGRAPHS OF STAFF OR INMATES PERMITTED  
WITHOUT APPROVAL OF THE FACILITY MANAGER. THE PUBLICATION OF ANY  
PHOTOGRAPHS REQUIRES THE PERMISSION OF THE DEPARTMENT OF CORRECTIONS.

APPROVED       DISAPPROVED

\_\_\_\_\_  
FACILITY MAINTENANCE MANAGER

\_\_\_\_\_  
DATE

APPROVED       DISAPPROVED

\_\_\_\_\_  
DEPUTY SUPERINTENDENT FOR FACILITIES  
MANAGEMENT OR INTERNAL SECURITY

\_\_\_\_\_  
DATE

APPROVED       DISAPPROVED

\_\_\_\_\_  
FACILITY MANAGER

\_\_\_\_\_  
DATE

Distribution (After Approval/Disapproval)  
Facility Manager  
Deputy Superintendent for Facilities Management  
Deputy Superintendent for Internal Security  
Facility Maintenance Manager  
Major-of-the-Guard

Intelligence Captain  
Shift Commander  
Sally Port/Gate  
Facility Safety Manager  
Project file