**COUNCIL OF THE DISTRICT OF COLUMBIA**

**OFFICE OF THE SECRETARY**

**MEMORANDUM**

To: Councilmembers and Chiefs of Staff

From: Nyasha Smith

Date: September 10, 2018

Subject: Security procedure for Diplomats and Delegations visiting the JAWB

* Office informs security of delegation visit. Please also notify Jamaine Taylor.
* Office provides a list of persons in delegation indicating Ambassadors.
* Office informs delegation that all visitors, except Ambassadors, will be screened by security.
* Office meets delegation at the security desk.
* Delegation (except ambassadors) undergoes screening.
* Office escorts delegation to meeting point.