

Chapter No. 1109a	Page 1
Issue Date: 10/28/97	
Revised: 12/31/20	

Policy Statement on Visitor Identification Badges



Tanja Heitman
Chief Probation Officer

I. General Policy

- A. In an effort to increase workplace safety and security, every visitor, vendor, training participant from another department, or probationer will sign in at the reception desk.

II. Wearing of Visitor ID badges/escort

- A. After signing in, visitors, vendors and trainees will be issued a temporary identification badge. Upon leaving the building, the Visitor ID badge is to be returned to the receptionist.

Probationers will not be issued Visitor ID badges, but will be required to sign in at reception. They will be escorted to and from offices by probation staff. In **no** event will probationers or their family members be allowed to wander around unescorted, with exception of the lobby areas of the buildings.

If staff observe a person without a Visitor ID badge (unaccompanied by a probation staff) in the building, they should direct the person to the reception desk to follow the procedures outlined above.

- B. Visitors in law enforcement uniform or visitors with a picture identification from another state, county or federal agency will be asked to sign the visitor log, but will not be issued a visitor badge so long as their badge is visible.