



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Visitor Policy for City 1, City 2, and City 3 Buildings
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Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

I. Policy:

The intent of this policy is to enhance the security measures within the City of El Paso buildings for both employees and visitors.

II. Procedure:

- A. Upon entering a City facility, visitors shall present a valid ID at the security station and be processed as follows:
 - i. Complete the required information in the visitor's log, an example of which is attached to this policy.
 - ii. Obtain a visitor's badge.
 - iii. Wait to be escorted by personnel from department being visited or security personnel.
- B. The visitor's badge issued will designate floor visited and must be visible at all times.
- C. Departmental personnel will escort the departing visitor to the security station.
- D. Departing visitors must sign out and return the badge to the security station as they leave the building.
- E. Children under the age of 14 who are accompanied by an adult are excluded from this policy.

III. Group Visits:


- A. Departments with a group of five (5) or more scheduled visitors may provide the list of names in advance to security personnel for a faster and more efficient processing time.
- B. Each visitor will be issued a badge and escorted as a group by security personnel to the meeting location provided by the department.
- C. The visitor's log referenced in this policy may be used to provide the list of names and information the department has on the visitors.

IV. Safety Practices

- A. The City seeks to minimize the risks to employees and visitors and expects each to act responsibly by:
 - i. Complying with established guidelines including applicable Federal, State, and Local regulations.
 - ii. Reporting violations of safe practices to security personnel.
 - iii. Reporting crimes and suspicious situations.
 - iv. Being aware of potentially violent situations and treating them conscientiously.

APPROVED BY:


Tomás González, City Manager


Date

