

**I. PURPOSE**

The purpose of the visitors policy is to provide guidelines for supervisors and employees regarding non-employees visiting City locations. The policy is written to help prevent injury to non-employees who are unaware of safety practices and to minimize distractions for employees.

**II. POLICY**

No visitors are allowed on City properties unless authorized by a department manager or his/her designee.

Supervisors are requested to question strangers on City properties, to determine their authority for access to City facilities. Unauthorized visitors should be escorted courteously but quickly from City properties or to areas designated for public reception.

Department Heads should institute a visitor registration system for each location for which he/she is responsible.