Department of Health Professions

DIRECTOR'S POLICY # 76-1.25

Front Desk and Visitor Log

Effective Date: January 31, 2015

Approved By: _____

David E. Brown, D.C., Director

Policy:

With the exception of visitors who possess identification as an employee of another state agency, all visitors to the secured areas of the DHP main office located at 9960 Mayland Drive, Suite 300 will be required to use the Visitor Log Sheet located at the front desk. They must be escorted to and from the secure area. A DHP staff member is responsible for ensuring that a non-state employee visitor is properly logged both in and out.

Procedures:

- A Visitor Log Sheet will be placed at the front desk reception area. All visitors, except employees of other state agencies, must sign in at the front desk indicating the date and time of arrival, their name, and the person and department they wish to visit. Staff must escort the visitor to secure areas. When the visitor is ready to leave, staff must escort the visitor back to the reception area and ensure that their time of departure is noted in the log. Visitors from other state agencies with proper identification do not have to sign the log but do need to be escorted to their destination.

- The Visitor Log will be reviewed on a monthly basis to ensure compliance with the policy.

- If necessary, a compliance report will be forwarded to the Deputy Director for Administration.