

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 4.24 Building and Grounds Security Regarding Visitors and Tours

- A. The Scioto County Board of Developmental Disabilities recognizes that its primary function is maintaining the health, safety and welfare of the individuals we serve. While we welcome visits from families, friends, personal advocates of people served and other citizens of the community, we must insist that our security protocols be strictly observed.
- B. Visits and tours of the Scioto County Board of Developmental Disabilities facilities provide beneficial contact between the individuals served in the various programs and members of the community and can be arranged by contacting a program director, building authority or the superintendent's office. This includes visits by potential/former vendors, former employees, volunteers, etc. and individuals no-longer served in a particular building.
- C. To ensure that no unauthorized persons enter buildings, all visitors to the program facilities shall report to the buildings' reception offices and sign in when entering, to receive a visitor's pass before going elsewhere in the building. Offices/employees will be notified by staff at the main entrance that the visitor has arrived. Employees will notify the staff at the main entrance when a visitor is expected. Visitors without a specific purpose or appointment will not be permitted to roam the buildings.

Visitors should display their visitor's pass at all times during the visit and return it to the reception office upon departure.

- D. No person may enter, or remain on the land or premises of the Scioto County Board programs, without permission to do so. Proper notice of this policy shall be in the form of a posting in a conspicuous location at all buildings. (Section 2911.21 of the Ohio Revised Code).
- E. Pursuant to Ohio Revised Codes sections regarding schools, facilities of the Board containing school activities are drug-free, weapon-free areas. It is also the policy of the Board to maintain all SCBDD facilities as weapon-free, drug-free areas. Concealed carry is not permitted in any building under the authority of the Board except by law enforcement officers and active duty military personnel under certain conditions. For more details on concealed carry laws as they relate to employees, service recipients and visitors of the Board in circumstances other than the entry into the building see the policy on concealed carry.
- F. Program administrators are authorized to take appropriate action (contact law enforcement) to prevent unauthorized persons from entering buildings and loitering on grounds.

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- G. Employees are expected and required to treat all authorized visitors with courtesy and politeness. Abusive conduct will not be tolerated by either the visitor or the staff.