

VISITORS IN THE WORKPLACE 512

Effective Date: 02/01/2016

To provide for the safety and security of employees and the facilities at Cass County, only authorized visitors are allowed in certain areas of the County. All persons with the exception of law enforcement and Cass County employees wearing identification badges are subject to screening when entering the Courthouse or Annex. The hours of regular security operation in the Courthouse and Annex are 8:00 a.m. through 5:00 p.m. Monday through Friday. Visitors conducting business after hours will be escorted through the facilities by the employee assisting that person.

When Department Heads authorize deliveries, they are asked to notify the security desk. If they fail to do so, a representative from that department must come to the security desk to verify delivery. Employees that request food delivery are asked to meet the vendor at the security desk to accept delivery.

If an unauthorized individual is observed on Cass County's premises, employees should immediately notify their supervisors or, if necessary, escort the individual to the security area.