

Policy Manual

Visitors to Offices & Worksites Policy

City of Weiser, Idaho



Visitors to Offices & Worksites

The City of Weiser is committed to providing a safe and secure environment for employees, visitors, and the public. To maintain the security of City facilities and protect sensitive information, the City has established this Visitors to Offices & Worksites Policy. Locations include all City-owned or operated facilities, including but not limited to City Hall, offices, community centers, Vendome, public works buildings, maintenance areas, water facilities, electrical, and recreational areas.

This policy applies to all employees, elected officials, appointed individuals, contractors, vendors, and representatives of the City. Note: The use of "employee" in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment and/or involvement with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Purpose of No Visitors Policy

City facilities are not open to the public for unscheduled visits. All individuals wishing to enter City facilities must have a valid reason and must adhere to any sign-in or check-in procedures established by the City.

A. Visitor Registration: Visitors must register at designated entry points (for example the counter at City Hall) and provide proper identification. City employees may be required to escort visitors to their destinations within City facilities.

B. Unauthorized Persons: Only authorized employees, contractors, and individuals with legitimate business purposes are permitted to enter City facilities. Unauthorized persons, defined as those without official business or approval are strictly prohibited from City premises.

1. Employees should make every effort to be aware of strangers on the premises. Anyone who notices an unfamiliar or unauthorized person on the premises should contact their Supervisor, law enforcement, or any Supervisor in charge.
2. Family members and friends of employees may not be on site, other than in the reception area, and only with a legitimate reason or with prior Supervisor approval. Any unauthorized persons must be escorted on company premises outside the reception area.
3. Employees who have been terminated are not authorized on City premises outside the reception area.

C. Access Control: Access to secured areas within City facilities may be restricted and will require proper authorization. All visitors that are allowed access to offices and worksites must be escorted by an employee. Unauthorized persons found on City premises may be asked to leave immediately and may be subject to legal action.

II. Exceptions Include Emergency & Law Enforcement Personnel

Emergency personnel, law enforcement, and individuals responding to official City business may be exempt from certain aspects of this policy. Special events or circumstances may be addressed on a case-by-case basis with the approval of the City Clerk, Law Enforcement and the Mayor.