

DMCPS Visitor Policy

Policy Number:	ADM 7.00
Subject:	Visitor Policy
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Contact Div/Bur/Sec:	Division of Milwaukee Child Protective Services (DMCPS)
Contact Name/Phone:	Robin Joseph, Division Administrator, 414-343-5749

Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.

Summary:

This policy describes the procedures the Division of Milwaukee Child Protective Services (DMCPS) must follow when visitors access the DMCPS building located at 625 N. 26th Street, Milwaukee, WI.

Policy:

DMCPS is responsible for creating a safe work environment for DMCPS employees and visitors. The visitor policy ensures that a visitor accessing the DMCPS office building can be located when an urgent matter or emergency occurs.

Procedures:

Visitors regularly access the DMCPS building for business or legal matters. This policy outlines the procedures in place to ensure each visitor can be located within the building during their visit:

Arrival

Visitors must access DMCPS building on 26th street through the main entrance only. Once inside, each visitor is required to sign-in with the receptionist and/or security. The visitor log requires each visitor to provide the following information:

- Full name (first and last name)
- Purpose of their visit/ DMCPS contact person
- Agency Affiliation / Community member
- Phone number
- Arrival time
- Departure time (*to be completed at the time of departure*)
- Meeting location

Once completed, the receptionist and/or security will check the log to ensure the visitor provided the required information and issue a visitor sticker. The visitor may choose to wait in the lobby until a DMCPs employee allows them into the building or proceed to their meeting location (if known), with the help of the reception and/or security.

Exceptions will be allowed on a situational basis.

Tracking

We will file all hard copies of the daily sheet. Records will be purged every six months.

Responsibilities:

All DMCPs employees