

BOARD OF INGHAM COUNTY ROAD COMMISSIONERS

BOARD POLICY

EFFECTIVE DATE: January 5, 2001 **POLICY #BP-263**

SUPERSEDES BP# **RESOLUTION #008-01**

SUBJECT: Visitors and Off-Duty Personnel Policy

ADOPTED BY THE BOARD OF INGHAM COUNTY ROAD COMMISSIONERS ON JANUARY 4, 2001

Visitors and Off-Duty Personnel Policy

In the interest of safety and to limit liability, the Ingham County Road Commission has adopted the following policy regarding visitors and off-duty personnel:

1. Visitors and off-duty personnel are not allowed in the working areas of the Road Commission facilities including the administration building, district garages, equipment repair shop, sign shop, signal shop and/or any job site. This rule does not apply to contractors, consultants and suppliers at these facilities and sites performing work, taking orders or making deliveries. Exceptions to this rule may be made with the permission of the Managing Director and/or his/her designee in advance of the visit.
2. Visitors to the Administration Building are required to check in with the Receptionist at the front desk in the public lobby area. They are required to remain in the public area unless they are escorted to an office or conference room by a Road Commission employee.
3. Visitors to the Administration Building to attend meetings of the Board of County Road Commissioners are confined to the public areas of the building. The Board Room is defined as a public area during public meetings of the Road Commission.
4. Visitors and off-duty personnel may not ride with employees in Road Commission vehicles or equipment without the permission of the Managing Director and/or his/her designee.
5. Visitors are defined as members of the general public, family members and friends of employees, retired employees, the press and/or any other persons not employed by the Road Commission. Off-duty personnel are defined as non-supervisory employees at times they are not being paid to work by the Road Commission.

6. A visitor who violates this policy will be asked to leave the premises. If he/she fails to do so, the Ingham County Sheriff's Department will be notified of the presence of a trespasser and appropriate action will be taken.
7. Violations of this policy by off-duty personnel will result in disciplinary action, up to and including discharge.