

Polk County Wisconsin

JUSTICE CENTER SECURITY

Policy 502

Effective Date: August 17, 2004

Revision Date: 00-00-00

The Polk County Board of Supervisors recognizes that the safety of employees and the public is of paramount importance in the provision of County services. Employees have a right to expect a safe and secure working environment. Security is a critical proponent in the safety of our employees.

Employees are expected to follow safe and secure work practices. The employee must take an active role in protecting themselves, their fellow workers, and County property.

The West entrance of the Justice Center was designated for employee use only. Therefore, employees should be the only ones entering and exiting the Justice Center through this entrance. The only exception is that a Law Enforcement Officer or employee of the District Attorney's office may escort a person in through or out from this West entrance.

The public should enter and exit the Justice Center through the main entrance on the East side of the building.

If an employee does not abide by this policy, he or she will be subject to the discipline process through Policy 716 Employee Discipline.