GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services

DEPARTMENT ON DISABILITY SERVICES	**Policy Number:**
Responsible Program or Office: Office of the Director	**Number of Pages: 2**
Effective Date: Dec. 7, 2011	**Number of Attachments:**
Approval by the Director: Laura L Nuss	**Expiration Date, if Any: n/a**
Supersedes Policy Dated:	
Cross References and Related Policies:	
Subject: DDS Visitor Policy	

1. PURPOSE

The purpose of this policy is to establish for access to the Department on Disability Services (DDS) offices and provide a safe work environment for employees and visitors while in the DDS building. The identification of all visitors and display of visitor badges is one way to create a safe work environment within DDS.

2. APPLICABILITY

This policy applies to all DDS employees, consultants, interns, volunteers and visitors.

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*)

4. POLICY

Every visitor that enters the DDS building at 1125 15th Street, N.W. must have a visitor's badge before proceeding above the first floor. Visitors must proceed to the reception area located on the first floor behind the elevators where they will check in and a badge will be provided with their name and date to identify them as a visitor for the indicated date.

All visitors are required to wear the issued visitor badges in plain view for others to see while in the DDS building. Badges must be worn facing out and are to be located near the collar. If a badge is not visible, visitors will be asked to display it properly, if a visitor is asked to show their badge they should do so willingly. Badges are good for a single visit.

DDS Employees are responsible for ensuring that any individual entering the DDS building to meet with them reports to the 1st floor reception area, is checked in and obtains a badge.

DDS Employees are responsible for ensuring that any individual in the building to meet with them is escorted from the 1st floor reception area to any meeting above the 1st floor. Employees are also responsible for escorting visitors back to the 1st floor after the meeting.

Visitors to the building for the purpose of attending training in the 1st floor training room must still check in and receive a badge before they proceed to the 1st floor training room without an escort.

No visitors to DDS is allowed in common areas without an escort. Common areas include all space in the building that is outside of DDS office space (i.e. elevator, lobby, etc.). DDS employees should not accompany a visitor into the bathroom.

5. RESPONSIBILITY

The responsibility of this policy is vested in the DDS Office of the Director. The implementation of this policy is vested in all DDS staff.