



# Policy/Procedure Statement

- POLICY NO.: HR 10004
- POLICY: NEW
- EFFECTIVE DATE: 6/1/2015

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REVIEWED BY

HUMAN RESOURCES  
DEPARTMENT

  
APPROVED BY: Jeff De Lay, COO

6-5-15  
APPROVAL DATE

**SUBJECT: ACCESS TO BUILDING**

## I. POLICY

It shall be the policy of the Detroit Wayne Mental Health Authority (DWMHA or Authority) to promote a safe environment for all of its employees and visitors.

## II. PURPOSE

The purpose of this policy is to provide procedural and operational guidance to all DWMHA employees and visitors.

## III. APPLICATION

This policy applies to the Authority employees and visitors

## IV. DEFINITIONS

None

## V. STANDARDS

- A. All Detroit Wayne Mental Health Authority (DWMHA) employees must wear their badges at all times while in the building.
- B. Under no circumstances are personal visitors (friends, family, children, etc.) allowed in employee's work areas without prior approval of a supervisor.
- C. Visitors to the building for business with DWMHA are required to sign in to the building with the guard on the first floor. Each visitor will be provided with a visitor sticker which they must wear while in the building
- D. Visitors to DWMHA are directed to the 8<sup>th</sup> floor by the guard on the first floor



- E. DWMHA visitors are required to sign in again on the 8<sup>th</sup> floor and inform the
- F. All DWMHA employees are to direct any DWMHA visitor not accompanied by a DWMHA employee to the 8<sup>th</sup> floor. The DWMHA employee are not to allow unaccompanied visitors access to areas.
- G. DWMHA visitors will be accompanied by an Authority employee back to the elevators to exit the building after the meeting / visit.
- H. DWMHA visitor is required to stop at 1<sup>st</sup> floor desk and return visitor sticker prior to exiting the building

## **VI. QUALITY ASSURANCE/IMPROVEMENT**

The Authority shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The quality improvement programs of MCPNs, their subcontractors and direct contractors must include measures for both the monitoring of and the continuous improvement of the programs or processes described in this policy.

## **VII. COMPLIANCE WITH ALL APPLICABLE LAWS**

Authority staff, MCPNs, contractors and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

## **VIII. LEGAL AUTHORITY AND REFERENCES**

## **IX. EXHIBIT(S)**



Please Check:

Policy: New  Revised  Annual Review

Effective Date:	Reviewed By:	Reviewed Date:	Fiscal Year:
6/1/2015	Jeff DeLay	6/1/2015	2015