

## Policy Title: Visitors to Benedictine Campus

Benedictine Programs and Services Policy # 1.G.1

Effective Date: 11/25/19

Board of Directors Approval: Not Applicable

Revised: N/A

### Purpose:

To establish guidelines for all visitors to the Benedictine Main Campus.

### Additional Authority:

Benedictine policy # 3.I.3: Visitors – Residential Services (Adult Services)

Benedictine policy # 6.J.1: Student Visits and Communication (Education)

Family Law Article 5-551

Maryland Code, Criminal Procedure Article 11-722

### Scope:

Applies to anyone who visits Benedictine Main Campus located at 14299 Benedictine Lane, Ridgely, MD between 8:00 am and 4:00 pm Monday through Friday

### Responsible Party:

Human Resources Director x1226

---

#### 1. Policy Statement

To provide for the safety and security of employees, students, and people supported, visitors to Benedictine campus will be required to check in at the main entrance reception area.

Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee, supported people and student welfare.

#### 2. Visitor Management System

Benedictine utilizes the Raptor Visitor Management System to strengthen our program of campus safety for people supported, students, and staff.

A. This system has the ability to screen all visitors against the national registry of sexual offenders, as well as Benedictine developed custom lists of unauthorized visitors

B. Printed and issued visitor badges will contain the name, photo, and place of visit

- C. If a visitor screen returns a positive identification, designated staff will receive an automatic notification to their personal communication devices so that they may address the situation according to established protocols

### 3. Protocols for Visitation

#### A. General Visitors

1. All visitors will check in at the main reception desk prior to the scheduled appointment time
2. Each visitor will present the receptionist with government issued identification. If the visitor does not have identification they will submit their name and date of birth for manual entry
3. The identification will be scanned and the name and date of birth will be compared to the national registry of sex offenders as well as Benedictine generated lists of unauthorized visitors.
4. Once cleared, a visitors badge will be printed with details of the visit including, name, picture, and location of visit.
5. Visitors are to wear badges at all times while on campus.
6. Upon completion of visit, visitors will be checked out from the main reception area.
7. Subsequent visits by the same person will still require checking in and out at the main reception desk, but will not involve submitting identification.

#### B. Customers and Vendor Deliveries

1. For community customers to Benedictine's small businesses (screen printing, carwash, greenhouse); visitor check in, prescreen, and badge issue will not be required
2. For simple deliveries such as mail, UPS, and food delivery; visitor check in, prescreen, and badge issue will not be required
3. For deliveries which require multiple access points to buildings, or require prolonged and unescorted access to campus spaces; check in, prescreen, and badge issue will be required

#### C. Active Times

1. The above protocol will apply during typical working hours, 8:00 am to 4:00 pm Monday through Friday excluding holidays
2. Visitors to the campus outside typical working hours will check in at the school infirmary in accordance with school's residential visitor protocol