
BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

BOARD POLICY - SECTION NUMBER: 02.02.01.00

SUBJECT: COMMISSIONERS' OFFICES SECURITY POLICY

EFFECTIVE DATE: MAY 7, 2003

SUPERSEDES: NEW

Purpose:

To establish a uniform policy on guidelines regarding security and access to the offices of the County Commissioners.

Policy:

It is the policy of the Board of County Commissioners that all visitors to the second floor Offices of the County Commissioners shall check in at the receptionist's desk. Visitors shall provide the receptionist with their name(s), organization and/or business, and which office they desire to visit. The receptionist on duty shall contact that office and relay the information. County staff members shall be allowed entry upon approval from the requested office. A staff member from the requested office shall escort all non-county employee visitors to and from the reception area. A non-county employee visitor shall not be allowed into the Commissioners' office area or allowed to remain in that area without an escort. A sign advising visitors of this policy shall be posted in the reception area.

Approved By: Board of County Commissioners
Approval Date: May 7, 2003