

TITLE: 400 HUMAN RESOURCES ADMINISTRATION

CHAPTER 103 GENERAL WORKING CONDITIONS

PART .1 VISITOR POLICY

EFFECTIVE DATE: July 1, 2015

PURPOSE: To provide guidelines for visitor and guest issues within the Law Offices of the Public Defender (LOPD)

APPLICABILITY: All LOPD employees

AUTHORITY: Section 31-15-7 NMSA 1978

RELATED FORMS:

1 Policy

The Law Office of the Public Defender [hereinafter *LOPD*] is committed to maintaining the confidentiality and security of our clients, personnel, property and information, as well as the security of our visitors. This LOPD visitor policy exists for the protection of all, and to ensure LOPD personnel are able to carry out their mission of service securely while remaining in compliance with the requirements of professional responsibility.

The general policy of LOPD is to limit greatly non-employee/non-intern/non-work-related visitors, out of concern for liability, security, confidentiality, distraction and the frequent presence of clients with restrictive association conditions. No regular visitors are permitted. Management shall ensure that this policy is enforced.

2 Definitions

- a. **Visitor:** any person, including children or other family members, not employed by or interning with LOPD.
- b. **Workplace:** means any place where one or more persons engage in work for LOPD, including lobbies, reception areas, private or public offices, conference and meeting rooms, court rooms, vehicles, employee cafeterias and lunchrooms, break rooms and employee lounges, classrooms, auditoriums, hallways, stairways, waiting areas, elevators and restrooms and includes all workplaces regardless of whether work occurs at any given time.

3. Procedure: Employee Responsibilities

- a. Employees must obtain approval from the supervising attorney of their office (or, where appropriate, statewide division supervisor) each time they invite a visitor into

400.103.1 Visitor Policy

the workplace whether during or outside of normal business hours.

- b. Employees must obtain approval from the supervising attorney prior to the actual visit.
- c. Employees must insure that they accompany their visitors for the duration of their stay.
- d. Employees who notice unescorted visitors are instructed to report them immediately to the supervisor of the office.
- e. If an employee's request to allow a personal visitor is denied by the supervisor and the employee must attend to the welfare of that person, the employee may request paid or unpaid leave. If the employee has no leave balances the employee may request an opportunity to flex the time the employee must be absent.
- f. Employees violating the visitor policy may be subject to discipline.

4. Procedure: Immediate Supervisor Responsibilities

- a. This supervisor has responsibility for enforcing this policy and ensuring that visitors stay for only limited and non-disruptive periods of time.
- b. If an employee's request to allow a personal visitor is denied and the employee needs to attend to the welfare of that person, the supervisor shall approve paid or unpaid leave. If the employee has no leave balances then the supervisor may also consider approving a request to flex the time the employee must be absent.
- c. Special arrangements may be made to accommodate contractors and interns on long term assignments, but must be cleared with all appropriate supervisors.
- d. Visitors who are not compliant with rules, are loud or disruptive, or disturb the privacy or representation of LOPD clients or the work of LOPD staff will be required to leave.
- e. If an employee reports an unescorted visitor, the supervisor is instructed to determine if a visitor should be authorized in accordance with this policy.

Authorized Signature

APPROVED: _____

Jorge A. Alvarado, Chief Public Defender
Law Offices of the Public Defender