

Policy Cover	
Title: Public Facilities Policy	Effective Date: January 1, 2018
	Adoption/Revision Date: December 21, 2017
Custodian: Maintenance Engineer	Approving Body: Public Property Committee

1. Authority

- a. This policy is promulgated under the authority of the Clark County Board of Supervisors and is designated to set forth Clark County’s public facilities policies and to promote consistent and uniform use of county facilities and property.
- b. This policy is not exhaustive, is subject to change without notice by the Clark County Board of Supervisors, and must be construed in conjunction with all applicable laws and regulations, county ordinances and Clark County policies.

2. References

- a. Various Public Property Committee minutes.

3. Purpose

- a. To establish a set of rules and procedures to safely and efficiently meet the needs of Clark County government. This system shall include policies and procedures to maintain, protect, and provide safe and professional facilities for the public and the employees.

4. Scope

- a. This policy shall govern all employees and departments of the Clark County Courthouse, State employees who are employed in the courthouse, contracted employees, vendors and volunteers, and the public who use the facility. This policy does not apply to the Highway Department, Adult Development Center (ADS) or Clark County Rehabilitation and Living Center. These facilities may be governed by their own policy.

5. Policy Overview

- a. The Clark County Board of Supervisors possesses the sole right to operate county government and all management rights reposed in it. These rights include, but are not limited to the following:
 - i. To direct all operations of the county government.
 - ii. To establish facility rules and procedures, including safety rules.
 - iii. To maintain efficiency and services of county government operations.
 - iv. To apply whatever actions are necessary to comply with State and/or Federal law.
 - v. To introduce, change, modify existing methods of facilities, especially for safety reasons.
 - vi. To determine the methods, means and personnel by which county operations are to be conducted.

Policy Performance

- b. This policy shall be under the direction of the Maintenance Engineer, under the direction of the Public Property Committee.
 - i. Duties of the Public Property Committee are located in the Clark County Boards, Committees and Commissions.
 - ii. The department heads shall fully cooperate with the Maintenance Engineer in all areas covered under this policy.

Policy Content

1. Attachments

- a. Attachment A – Public Facilities Policy

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
December 21, 2017	New Policy	Resolution 47-12-17

ATTACHMENT A



CLARK COUNTY

PUBLIC FACILITIES

POLICY

Adopted: December 21, 2017

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I. **COURTHOUSE KEYS**

- A. No employees shall be allowed to duplicate any key issued to them by Clark County for Courthouse or Annex doors. Any request for keys must come from the employee's Department Head. Any requests for keys to doors other than their own department's keys must have the approval of the department for which door the keys are fit. All requests for keys must be made to the Maintenance Engineer's office.
- B. It shall be the responsibility of the Department Head to make sure all keys are turned in when an employee transfers or leaves county employment for any reason. All changes of key possession must be recorded with the Maintenance Engineer's office in writing.
- C. It shall be the responsibility of the Maintenance Engineer to maintain a master list of all employees with Courthouse keys.
- D. A penalty of \$50.00 will be assessed to any employee who duplicates a Courthouse key. Such employee may be subject to disciplinary action. Employees who lose a key will be responsible for any and all costs due to the lost key.

II. **RECYCLING**

- A. Aluminum Cans/Plastic & Glass bottles

All aluminum cans, plastic and glass bottles must be drained before placing in the designated receptacles for recycling. All receptacles containing recycled cans will be removed from the building by the maintenance department as soon as they are full. All aluminum cans, glass and plastic bottles shall be placed in bins designated for their disposal.

- B. Brown Bins – Mixed Paper

Newspapers, magazines, books, post-it notes, manila envelopes, file folders, computer paper, copier paper, envelopes (with or without windows) and any other paper that you are not sure what to do with shall be disposed of in the brown bins.

- C. Gray Bins – Trash/Garbage

Anything trash, garbage or refuse that is not described as "Mixed Paper".

- D. Cardboard

Maintenance personnel are responsible for picking up cardboard and cardboard boxes. Please place them next to the recycling barrels or in the hallway for removal.

III. **OFFICE HOUSEKEEPING**

- A. LIVE PLANTS & CUT FLOWERS:

Live plants are a pleasing addition to an office; however, plants should be size appropriate and neatly maintained, as determined by the Maintenance Engineer. Employees are responsible for taking proper care of their personal plants and flowers. Employees are also expected to prevent any damages to file cabinets, floors, carpets when watering plants.

B. PERISHABLE FOOD:

Perishable food items should not be left at workstations, drawers or common areas for extended periods of time unless in sealed containers. Leaving perishable items in workstations may lead to pest infestations which, in turn, can create health hazards. All perishable food must be removed from refrigerators on Friday of each week.

C. OPEN FLAMES:

Items with open flames, such as candles or items that emit smoke, are not allowed.

D. DISPLAY AND HANGING ITEMS:

A few pieces of wall art, as well as family pictures, are encouraged but should be displayed as space allows on file cabinets, book cases or desk tops. One picture may be placed on each office wall by building maintenance staff. Bulletin boards shall be allowed as deemed appropriate by the Public Property Committee or Maintenance Engineer. Do not tape, tack or putty anything to the doors or walls. No taxidermy items.

E. PERSONAL APPLIANCES:

The use of kitchen appliances is restricted to designated Break Rooms.

The following items are prohibited in individual workstations, offices or other areas outside break rooms. This list is not all inclusive and is provided as a guideline:

- Microwave ovens
- Ice tea makers
- Personal refrigerators
- Toasters and toaster ovens
- Crock pots (See exceptions under G. Other Appliances)
- Hot plates
- Electric grills
- Cup warmers
- Electric Air Fresheners

F. SPACE HEATERS:

Space heaters are allowed with approval by maintenance engineer, in designated cold areas. Space heaters must be an approved heater to meet fire codes. Heaters must be purchased by the department or person in the office where needed. Heaters must be turned off at night, and if the occupant is out of the office during the day.

Heaters can't be placed under the desk, must be three feet from any flammables and must be placed to prevent tipping over.

Any violation of the space heater policy will result in the removal of the heater from the violator's space. Any disagreement with the Maintenance Engineer's decision can be brought to the Public Property Committee.

G. OTHER APPLIANCES:

Personal fans, coffee pots and radios may be used, but shall be turned off after working hours. Crock pots are allowed for departmental pot lucks. Violations will result in removal.

Exceptions can be made for medical reasons to allow for exemptions, if reviewed and approved by the Public Property Committee.

H. POWER STRIPS:

Only surge protectors provided by the County shall be permitted, however, under no circumstances shall one power strip or cord be plugged into another as this creates a fire hazard.

I. HOLIDAY DECORATIONS:

Live Christmas trees and wreaths are not permitted, as they present a potential fire hazard.

J. CONSERVATION EFFORTS:

Turn off all lights when not in use to conserve energy and reduce power consumption.

K. DESKTOP CLEANING:

The custodians will clean work surfaces if papers and personal items are removed, when your department is notified. If you do not have the desktop cleared for cleaning, it is the employee's responsibility to keep their work area clean. The custodians are responsible for keeping the window ledges clean.

L. SAFETY:

Each employee is responsible to keep his/her work area clear and uninhibited from protruding objects or object on the floor may result in fall hazards. Office areas shall be kept clean with electrical cords secured and out of the way and file drawers shall be closed after use. All papers, boxes, and other items will be kept out of the hallways. Do not store any loose paper items on the floor as it is a trip hazard. Discard, recycle or shred unneeded documents regularly.

M. ENFORCEMENT:

The policy will be reviewed annually by the Public Property Committee. The provisions of this policy shall be enforced by the Maintenance Engineer, who shall report violations to the Public Property Committee on a quarterly basis, for any action which the Committee may deem appropriate.

IV. **COURTHOUSE PARKING**

Refer to Sec. 36-20 of the Clark County Code of Ordinances.

V. **COURTHOUSE ROOM POLICY**

A. **GENERAL MEETING ROOMS**

1. **Priorities – Scheduling and use will be given as follows:**

Functions of County, State, or Federal Government shall always take precedence in scheduling the General Meeting Rooms in order as follows:

- a. County government shall include meetings and/or functions that are directly related to County Departments.
- b. All other Local Governmental Units.
- c. State Government shall include meetings and/or functions that are of educational or informational value by representatives of the State.

- d. Federal Government shall include meetings and/or functions that are of educational or informational value by representatives of the Federal Government.
- e. Organizations other than Governmental.

2. Outside Organizations:

- a. Room rent for persons and/or groups other than connected with the courthouse shall be charged \$50 for two hours or less with an additional \$20/hr thereafter for weekend or after normal courthouse hours use; \$35 for half days and \$60 for full day use during regular courthouse hours. Only auditorium and county board room will be available for weekend and/or after normal courthouse hours.

B. SCHEDULING ROOMS

All rooms shall be scheduled as follows:

- 1. **3rd Floor – Conference Rooms**
 Room 305 Contact the County Clerk’s Office at 5148
 Room 307 Contact the County Clerk’s Office at 5148
- 2. **2nd Floor – ADRC Conference Room**
 Room 202 Contact ADRC at 5144
- 3. **1st Floor – Auditorium**
 Room 101..... Contact the County Clerk’s Office at 5148
- 4. **5th Floor – County Board Room**
 Room 501..... Contact the County Clerk’s Office at 5148
- 5. **1st Floor – IT Training Room**
 IT Training Room..... IT Director at 5229
- 6. **Law Enforcement Training Room**
 Room 309 Contact Sheriff’s Department at 5278

*All complaints or disputes are to be reviewed by the Administrative Coordinator who will then bring the dispute to the Public Property Committee.

VI. COURTHOUSE FURNITURE ACQUISITION POLICY

- A. Furniture purchase requests for all County departments shall be submitted to the Public Property Committee for approval.
- B. For items of furniture required to be purchased for medical reasons, the Public Property Committee shall require the employee requesting the specialized furniture to submit a doctor’s prescription for the specialized furniture; or, in the alternative, shall undergo an ergonomic study to determine the need for the specialized furniture.

VII. EMPLOYEE MEMORIALS

It shall be the responsibility of the Public Property Committee to receive and review all written requests regarding memorials for deceased employees.

VIII **CHILDREN/YOUTH IN THE COURTHOUSE COMPLEX**

The Public Property Committee has a concern in regards to unsupervised children playing and loitering throughout the courthouse complex. We are concerned about vandalism, County liability as a result of injuries, and other potential issues. If any employees observe children playing throughout the complex, or loitering, please contact Maintenance Department personnel.

IX. **ANIMALS IN BUILDINGS AND ON THE GROUNDS**

- A. Dogs (except service dogs and K9) and other mammals, birds, and reptiles are not permitted in any County building or structure; and, if found, are subject to impoundment. Any person who walks an animal on public areas shall be responsible for the prompt collection and disposal of the solid waste excreted by that animal.
- B. Service dogs in training are allowed but subject to approval of the Public Property Committee, the employee's respective home committee, and to the following restrictions:
 - 1. Must be properly controlled and confined. Proper confinement shall consist of a kennel or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog.
 - 2. Their presence does not jeopardize the safety or sanitation of county facilities or the safety of others.
 - 3. Must be properly licensed and vaccinated under the laws of Wisconsin and tags indicating such license and vaccination shall at all times be attached to the collar of the animal.
 - 4. Service dogs in training must be identified by a scarf or jacket worn by the dog that identifies which program the dog is being trained for.

X. **SMOKING IN CERTAIN FACILITIES**

Refer to Section 16-95 of the Clark County Code of Ordinances.

XI. **FIREARMS**

Refer to Section 26-56 of the Clark County Code of Ordinances.

XII. **MAIL**

- A. Personal Mail and Packages Delivered to Courthouse
 - 1. Courthouse employees are **not** to use the County's mailing address for any personal mail/package delivery, including parcels through UPS, FedEx or USPS. Any deliveries that require special handling (i.e. refrigeration upon arrival; etc.) **must be delivered to the Department that the package is addressed to.** Please inform all personnel who make deliveries to the Courthouse of the procedure to be followed for any packages requiring special handling.
 - 2. Any packages or mail of a personal nature will be refused and it will be the responsibility of the employee to notify the sender(s) to ship these items to their home address.

XIII. **EMPLOYEE IDENTIFICATION BADGE/SECURITY**

A. RESPONSIBILITY TO ISSUE CARDS

The Maintenance Engineer shall be responsible to issue cards to Clark County employees.

B. IDENTIFICATION INFORMATION SHOWN ON THE BADGE

The front side of the identification badge will require a picture, full name, department and Clark County.

There may be exceptions to the information displayed. Exceptions will be only authorized by the Public Property Committee and/or Administrative Coordinator.

C. REQUIREMENTS FOR WEAR

All Clark County employees, County Board Supervisors, contract employees, temporary/limited-term employees, and students working longer than four weeks duration shall be issued an identification badge. Forestry seasonal, temporary/limited-term, part-time and contract employees, that don't report to the courthouse are exempt from wearing an identification badge. Other exceptions can be made at the discretion of the Maintenance Engineer.

All Clark County employees must wear their identification badge on the front of their person, at or above the waist, on the outmost garment, with photo facing out. (Exceptions to the above may be made by Department Heads because of safety issues or uniform requirements).

The identification badge shall be worn while performing duties as a Clark County employee in the Clark County Courthouse and ADS. (Exceptions to the above may be made for Forestry and Highway employees that have an identification badge in wallet/pocket).

Department Heads and Supervisors will be responsible for ensuring that their employees are wearing the identification badge.

Department Heads shall contact the Maintenance Engineer or Maintenance Supervisor to have identification badges issued.

D. NEW AND TRANSFERRING EMPLOYEE IDENTIFICATION BADGES

New employees will be given their identification card within the first week of employment. A Badge Identification Authorization form must be completed by the Department Head or Supervisor of all new employees and employees transferring from another department. The Maintenance Engineer will maintain a list of employees and corresponding badge number. Based on the information provided on the Badge Identification form, the cards will be programmed for appropriate security access.

E. REPLACEMENT AND USE

If an employee forgets their identification badge, a temporary department badge can be obtained and worn for that day. These should be obtained from the Maintenance Engineer or Maintenance Supervisor.

If an employee misplaces their access card, the employee should immediately notify their Department Head so the security access can be disabled if necessary.

If an employee has a name change, the employee must contact their department head for a new identification badge.

If an access card is broken, worn or no longer works for security access, the employee will contact their department head for a replacement card.

Any employee who is found to have used their access card for purposes other than authorized Clark County business, or who allows another person to use their access card, will be subjected to the discipline process, up to and including termination of employment.

Incidents of continued non-compliance of this policy will subject an employee to the discipline process, up to and including termination of employment.

F. WHEN AN EMPLOYEE LEAVES/LAST DAY

The department head or supervisor is responsible for collecting the identification badge and access card from the terminating person on the last day of employment and return to the Maintenance Engineer.

G. NON-EMPLOYEES IN UNAUTHORIZED AREAS

Employees should report to their supervisor incidents of non-employee(s) who are in unauthorized areas and who are not accompanied by Clark County staff.