

# **COLUMBIA COUNTY BUILDING RULES & PARKING GUIDELINES**

## **(Administration, Courthouse, Health and Human Services, and Law Enforcement Center)**

*Effective October 7, 2019*

These rules are established for the Columbia County Administration Building, Courthouse, Health and Human Services Building and Law Enforcement Center. These rules are to be shared in each department to inform employees how the buildings are to be used.

### **Hours:**

- The buildings are normally open to the public between the hours of 8:00 am – 4:30 pm during weekdays (excluding holidays). Any exceptions to these building hours shall be pre-approved by the County Board Chair.
- Employees and other individuals who are issued a County Identification/Access card (“ID card”) will have secure door access to the buildings as determined by the County Board Chair or designee.

### **Courthouse Security:**

- Commencing on November 4, 2019, and except as noted below, all employees and other individuals who have offices in, or who require access to the Columbia County Courthouse (“Courthouse”) will be required to pass through the Sheriff’s Office security screening checkpoint at the main Courthouse entrance each time that they enter the Courthouse. All individuals who are subject to security screening must also use the Courthouse main entrance to exit the building. All other Courthouse doors will be for Emergency Use Only.
- Circuit Court Judges, Judicial Court Commissioner, District Attorney, Assistant District Attorneys, and Law Enforcement officers are exempt from the Courthouse security screening requirements noted above.
- Authorized individuals who require after hours, weekend, or holiday access to the Courthouse may do so through the secured Courthouse parking area accessed by Gate #7 and adjoining security doors. Individuals who do not normally park in the secured Courthouse parking area may gain after hours, weekend, or holiday access to the Courthouse by pressing the call button for Sheriff’s Office Dispatch at Courthouse secured parking area Gate #7. Sheriff’s Dispatch staff will permit Courthouse access to authorized individuals through the secured Courthouse parking area accessed by Gate #7 and adjoining security doors.
- Individuals who are granted after hours, weekend, or holiday access to the Courthouse are responsible for ensuring that all doors that the individuals used are secured when they leave the building.
- Any ID card holder who violates these Courthouse security rules may have their ID card access suspended or revoked. A County employee who violates these Courthouse security rules may have their ID card access suspended or revoked, and may also be subject to standard disciplinary procedures, such as written warning, suspension, and possible termination.

## **Employee Identification/Access Card:**

- Every employee will be issued an ID card.
- The ID card should be carried and be visible by employees at all times while at work and will allow access to various secure doors.
- Times and secure door access will depend on approval from the County Board Chair or designee.
- The ID card will allow access to gas pumps throughout the County, if approved by Department Head and the County Accounting Department.
- Doors and gas pumps accessed by the ID card will record the employee's name and time of use.
- Lost or misplaced ID cards must be immediately reported to the Emergency Management Coordinator so that the ID card can be deactivated until recovered or replaced. This is important since a lost active ID card is still an access key until deactivated.
- Lost ID cards will cost card holders \$25 for replacement.
- Replacement ID cards, due to wear and tear, will be supplied at no cost unless replacement becomes excessive (more than 2 cards a year) in which case the \$25 charge stated above will apply.
- Any employee or ID card holder found propping secure doors open while not actively engaged in loading or unloading will have their ID card access temporarily deactivated for 30 days. Continued violations will result in further deactivation of the ID card as well as standard disciplinary procedures for County employees, such as written warning, suspension, and possible termination.

## **Keys:**

- Keys will be issued by the Facilities Management Director with Department Head approval.
- When leaving County employment, building and office keys must be returned to the Facilities Management Director so that key documentation can be kept accurate. The Facilities Management Director shall develop a key policy for the buildings to restrict access to all offices that must insure protection of documents and computers.
- It will be the responsibility of an employee to pay for costs associated with rekeying office doors in the event of losing an issued key. This will include the cost of the service call, rekeying every door that the key would open, and the cost to replace everyone else's key in that office that opened the same doors. (IMPORTANT: This is an employee cost not a Department's cost.)

## **Locking Procedure:**

- Each Department is responsible for making sure that their offices are secure before they leave at the end of the day.
- The main public entrances will remain open for scheduled after hours meetings. In addition, all interior doors will be secured at 4:30 p.m. to prevent meeting participants from wandering the halls and possibly finding an office unsecured.
- The buildings are not officially open to the public until 8:00 a.m. If earlier access is required, arrangements must be made with the Facilities Management Department 24 hours in advance.

## **Weekend, Holiday and After Hours Access:**

- The buildings are accessible to authorized individuals by ID card during weekends, holidays, and after hours. An individual who enters or exits a building on weekends, holidays or after hours, will be responsible to make sure that the doors are kept secure after entry and exit; otherwise that individual will be held responsible for any building damage that occurs because they did not secure the door.

## Parking:

- **Employee Parking:** Parking is first come first served in designated employee parking. Employees are required to park in the parking lots highlighted in yellow on the attached map.
- **Parking Restrictions:** Employees and other individuals who have offices in the Administration Building or the Health and Human Services Building may not park on either side of Edgewater Street between DeWitt Street and Marachowsky Place; either side of East Mullett Street between West Wisconsin Street and Thompson Street; either side of West Edgewater Street from West Wisconsin Street to DeWitt Street; either side of Marachowsky Place; in the public parking lots on the North side of East Edgewater Street between DeWitt Street and Marachowsky Place; either side of Adams Street between East Cook Street and East Mullett Street; or on either side of Thompson Street between East Mullett Street and Pauquette Street. Employees and other individuals who have offices in the Courthouse may not park on either side of West Pleasant Street between DeWitt Street and Clark Street; either side of West Conant Street between DeWitt Street and Clark Street; DeWitt Street between West Pleasant Street and West Conant Street; in the City of Portage parking lot; in the parking spaces behind the Courthouse immediately adjoining the Portage Presbyterian Church property; or in the public parking across from the Courthouse main entrance on DeWitt Street.
- **Handicapped Parking:** The handicapped parking spaces at each building shall only be utilized by persons authorized to do so by Wisconsin Statute.
- **Loading Zone Parking:** No parking will be allowed in a loading zone beyond the posted time to load and unload.
- **Reserved Parking:** Labeled reserved parking spaces shall be for the appropriate vehicles only. No other parking is allowed in these stalls.
- **Visitor Parking:** Parking is first come first serve in designated visitor parking lots.
- **ADRC Parking:** The ADRC parking lot is reserved for clients visiting the ADRC.

## Window Sills:

- All window sills are to be kept clear of boxes, papers, periodicals, office equipment, and other office materials. Plants and pictures are permitted with Department Head/Supervisor's approval.

## Walls:

- Office, storage, and corridor walls shall not be marred in any way by such items as nails, thumb tacks, tape, picture hangers, or any other hangers that would deface the walls, without obtaining prior approval from the County Board Chair or designee. The Facilities Management Department will be responsible for installing all wall hangings.

## Garbage/Recycling Disposal:

- All non-recyclable materials shall be placed in the bagged garbage buckets provided.
- Blue recycling containers at the desk are for clean mixed recyclables and non-confidential documents.
- Confidential Documents are to be placed in the locked shredding container in your office or located next to the main printing areas.
- Cardboard shall be left outside your office door at or after 4:30 p.m. for pickup by the cleaning staff.

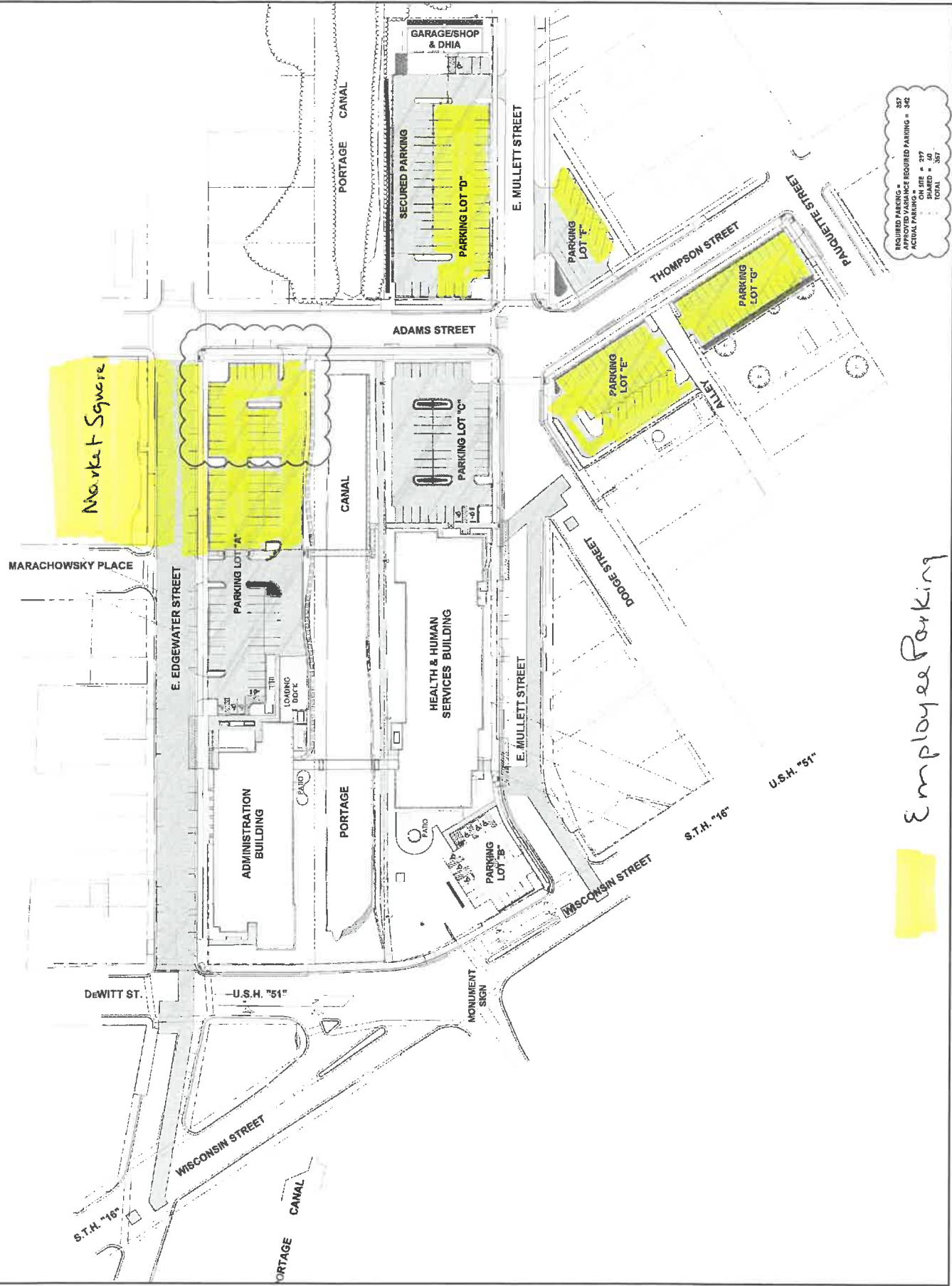
## **Miscellaneous:**

- No personal space heaters or fans will be permitted anywhere in County buildings.
- No candles of any kind will be allowed in the buildings, per Wisconsin Administrative Code and local fire inspector.
- No wax scented warmers, potpourri warmers, lit incense sticks, scented oil infusers, or personal electric water falls of any kind will be allowed in the buildings.
- No appliances (such as mug warmers, hot plates, toasters, toaster ovens, etc.) will be allowed anywhere in County buildings except in break rooms.
- Only one refrigerator, microwave, and coffee pot will be allowed per department.
- Coffee can be dumped down sinks but sinks should be rinsed well, or in toilets and flushed. Grounds should be disposed in the trash.
- No food, candy, etc., is to be kept in any office overnight unless in a sealed container. This does not mean the original bags. Rubbermaid or like containers are acceptable.
- Eating in individual offices will only be allowed if the area is completely cleaned up afterwards. Otherwise the privilege will be taken away and food will only be allowed in the break rooms.
- Department Heads shall determine limits on the amount of employee personal property allowed in the work place. Any loss or damage to employee property will not be covered by County insurance.
- All personal valuables should be kept out of plain sight and/or secured in a locked cabinet.
- Smoking, vaping, tobacco use or possession of alcoholic beverages are not permitted.
- Firearms and other weapons are prohibited, with the exception of law enforcement officers (and Judges, District Attorney, and Assistant District Attorneys at the Courthouse only).

*Approved by the Columbia County Executive Committee on October 7, 2019*

# Employee Parking Areas at the Administration & Health and Human Services Buildings

(Highlighted in yellow)



REQUIRED PARKING =	357
APPROVED VARIANCE REQUIRED PARKING =	342
ACTUAL PARKING ON SITE =	297
SHARED =	100
TOTAL	397

Employee Parking



# Employee Parking Areas at the Courthouse

(highlighted in yellow)

