

HUMAN RESOURCES DEPARTMENT

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Date: March 1, 2016
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County
Subject: Administrator Policy Updates - Use of County Own Facilities

This spring we are doing training for all staff which includes addressing building security. We have reviewed our current policies and feel that General Policy 14, Use of County Owned Facilities, warrants updates. Specifically we train employees not to allow others, including other employees, access to building outside of work hours, but it isn't addressed in the policy. It is not possible for everyone to be aware of the employment status of individuals, so if they do not have their own badge, for security purposes they should access the building during regular work hours. Additionally the form employees sign to obtain their ID/access badge requires that they notify their supervisor and FSS when they're not in possession of their access badge so it can be deactivated for security purposes, but this was not specifically addressed in the policy.

14. USE OF COUNTY OWNED FACILITY

POLICY

It is the policy of Scott County to provide county facilities to all departments and county organizations for authorized use. It is also the policy of Scott County to coordinate the use of, entry into, and modification of said facilities.

SCOPE

This policy is applicable to all offices, departments and agencies (tenants) within Scott County government or located within County owned facilities. (~~Secondary Roads and Conservation~~ **are-is** exempted from the coordinated entry and contractor provisions of this policy, except for office space located in campus buildings.)

USE OF FACILITIES

- A. County departments, tenant agencies, authorized agencies, county affiliated organizations (Community Jail and Alternatives Advisory Committee, Civil Service Commission, Zoning Board of Appeals, County Collective Bargaining Units, etc.), governmental entities and not-for-profit community groups may request to use county facilities if appropriate space is available.
- B. One-time or recurring event use is governed by the procedures outlined herein. Long-term use (45 days or more in duration) shall require a written lease agreement for all entities other than county departments, even if the request is granted at no cost.
- C. Rooms available for use at the downtown County Campus are outlined in the attached Schedule A. Other rooms and spaces may be available at other County facilities. Inquire with the managing department for availability and costs.
- D. The charging policy for the use of county campus facilities is as follows:
 - County Departments no charge
 - Tenant agencies (District Court, DHS, etc.) per lease/code
 - Affiliated organizations (CJAAC, Jail working groups, etc.) no charge
 - Authorized agencies no charge

- Other government & not-for-profit community groups per rate table (see Schedule B)

E. All requests and scheduling for each facility will be with the department responsible for the appropriate facility. For all campus buildings and the county warehouse that department is Facility and Support Services (FSS). ~~All FSS Bbookings may be made by via the County Outlook calendar (for persons with access to the County computer network). Persons outside the county network may calling~~ 563-326-8611 to book spaces and rooms managed by FSS.

For Jail facilities contact the Sheriff's Office- Jail Division at 563-326-8750. For Conservation and park facilities contact the Conservation Board at 563-328-3280.

- F. County Departments, Tenant Agencies and Affiliated organizations may request use of meeting rooms. for either recurring use or single events and meetings. Recurring events may be booked up to one year in advance. All other users are limited to one-time events and meetings. Rooms are available on a first come, first serve basis.
- G. The responsible department may limit the scheduling and use of facilities and rooms to ensure availability for county department or county sanctioned use if room availability becomes an issue.
- H. County facilities can also be used for purposes which are mandated by law.
- I. Candidates announcing for public office may use county facilities during normal working hours for such purposes, and their request shall be granted providing space is available.
- J. Facility & Support Services or the responsible department for said facility(s) reserve the right to cancel or rearrange conference room reservations and will notify the scheduling party as far in advance as practical.

COORDINATED ENTRY REQUIREMENTS

- A. The purpose of the Coordinated Entry Requirements is to provide a means to properly identify campus employees and to differentiate between staff and visitors to county facilities. The underlying purpose of this provision is to enhance security and to better monitor entry into staff areas of County facilities.
- B. All employees of County Departments and Tenant Agencies shall display county approved photo or law enforcement identification while on premises.

- C. The approved photo identification method is issued by the Facility and Support Services Department. Cards should not be altered in any way, including but not limited to, covering the logo or approved photo ID picture, punching holes, etc. These cards remain the property of Scott County and should be returned to FSS at such time as the employee is no longer employed by the County or a tenant agency.
- D. Individuals issued an access/ID card shall immediately inform the Facility and Support Services Department and their supervisor if the card is not in their possession.
- E. Individuals shall not loan their card to another employee or individual to allow them access into restricted areas. An employee shall not allow another employee or individual to access the building on their swipe when the building is not open to the public. Additionally employees should not allow employees into an area during work hours on their swipe unless they know the individual's badge has access to the area.
- ~~G.E.~~ The building manager (see listing in Contractor Requirements below) may issue visitor passes to individuals with long-term or recurring business in the facility.
- ~~D.F.~~ The building manager may waive the photo identification requirements where deemed appropriate.

COORDINATED CONTRACTOR REQUIREMENTS

- A. The purpose of Coordinated Contractor Requirements is:
 1. To ensure proper notification prior to any physical alteration to existing County structures, systems, equipment or building services.
 2. Centralize coordination of cabling and infrastructure installation and modification to ensure uninterrupted, documented service to all building users.
 3. To ensure long term communications systems integration and coordination between tenants' needs and County's future plans.
 4. To make clear the concern for communications facilities security within the County buildings.
 5. To properly account for and identify contractors working on-site in County facilities.

- B. All new requests or changes to existing communications, cabling and utility infrastructure (including building utilities and services) must be requested in writing to the Director of Facility and Support Services.
- C. If the request involves laying/installation of new transmission medium, utility, distribution or infrastructure, a pictorial rendition of the existing and new pathways must also be submitted.
- D. Where appropriate, the Director of Facility and Support Services may, if approved, forward the request on to the Director of Information Technology. If the request is not approved the Director of FSS must return the request to the requestor within four weeks explaining why it wasn't approved.
- E. The Director of Facility and Support Services must verify that the request falls within the long term plans of the County's communications system.
 - a. This may necessitate discussions with the County Sheriff's Department, the Scott Emergency Communications Center, Information Technology Department or other departments or agencies to ensure the reliability and integrity of both the E911 emergency system and the County emergency radio communication system.
 - b. The IT Director shall determine that the requested changes will not impact the various computer networks and phone systems located on the premises.
- F. All physical communication equipment will be afforded the highest security to ensure continued uninterrupted operation.
- G. Contractors working within any building may be required to provide the necessary information on each worker that will be on site so that Scott County may perform a background check prior to performing work within the facility. This background check will be performed at no cost to the contractor.
- H. All contractors working on-site in county owned buildings are required to register with the building manager (see list below). Said contractor must accurately disclose their company name, the nature of their business/work and the anticipated duration. Other security measures may be required for entry into secure perimeters of the jail and jail annex. The building manager may issue a temporary identification badge that must be displayed at all times while on site. Failure to display proper identification will be cause for the building manager to stop the work (at no cost or liability to Scott County) until proper identification is displayed. Building managers are:

1. ~~4.~~ Campus Bbuildings -Facility and Support Services Dept.

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1.2. [Sheriff Patrol Headquarters- Facility & Support Services Dept](#)

2. Juvenile Detention Center - FSS and JDC Departments

3. Parks and ~~P~~arks ~~B~~buildings - Conservation Department

4. Jail Facilities - Sheriff's Office, Jail Division

5. Secondary Roads ~~B~~buildings - Secondary Roads Dept.

- I. While on-site, contractors may be required to adhere to tool retention and accountability requirements determined by the location of the work. This provision is especially critical in secure areas of jails and detention centers. Failure to adhere to this provision could result in serious security breaches and could impact the safety and security of those facilities.
- J. Department Heads within the building management departments listed above may waive the identification provisions of this policy if the circumstances warrant.

Use of County Owned Facilities - General Policy 14

Schedule A

Schedule of Available Scott County Campus Meeting Rooms

Large Rooms

Board Room - first floor Administrative Center; Convenient to main entrance, ample free parking; seats 80 theatre style; has mounted LCD projector; can be set-up classroom, table clusters or meeting style; built-in Board table at front; kitchenette at rear. This room is near the front door and can be separated from the rest of the building. After hours events must use this room unless special arrangements are made.

Conference Room 605 A/B Combined - 6th floor of the Administrative Center; ample free parking; seats 50-60 theatre style; has two mounted LCD projectors; room dividable into two small rooms (see below); can be set-up classroom, table clusters or meeting style serving counter in adjacent area for catering, etc.; vending nearby. This room has excellent views of downtown Davenport.

Conference Room 638 - 6th floor of Administrative Center; ample free parking; seats 18 - 20 ~~around large, permanent wood meeting table~~; has mounted LCD projector & TV/VCR; refreshments limited due to table and seating surfaces; vending nearby. This room is a very nice, professional executive style meeting space on an interior space with no windows.

Conference Room 258 - 2nd floor of the Courthouse; ample free parking; seats 25 theatre style; may also be set-up classroom and table clusters.

Courtrooms - several courtrooms in the Courthouse are available for special events only. Requests must be approved in advance by Facility and Support Services and Court Administration.

Small Rooms

Conference Room 6376 - 6th floor of the Administrative Center; ample free parking; seats 6 - 8 around mobile tables; ; serving counter in adjacent area for catering, etc.; vending nearby.

Conference Room 605A or 605B - 6th floor of the Administrative Center; ample free parking; seats 10 - 35 theatre style; has mounted LCD projector; ; can be set-up classroom, table clusters or meeting style; serving counter in adjacent area for catering, etc.; vending nearby.

~~**Conference Room 607** - 6th floor of the Administrative Center; ample free parking; seats~~

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~~6-10 8-around permanent table; nice executive meeting room; views of downtown.~~

~~Conference Room E225, 2nd floor of the Entrance Pavilion; ample free parking, seats 8-10 around permanent wood meeting table.~~

General Information

All rooms are served by nearby restrooms. Restrooms and meeting spaces are fully accessible. All rooms open during business hours (8-4:30p, M-F, excluding Board approved holidays) subject to availability. After hours events must be scheduled into Board Room unless other security arrangements are made. See Schedule B for reservation costs.

Use of County Owned Facilities - General Policy 14

Schedule B

**Schedule of Charges and Booking Procedures
Scott County Campus Meeting Rooms**

Use Charges

All hourly charges are minimum one hour charge.

Rooms -

Small Meeting Rooms	\$10 first hour \$5 per hour for additional
Large Meeting Rooms	\$20 first hour \$10 per hour for additional
Special Set-up other than standard set-ups	\$50 flat charge

Additional Charges -

Facility Staff (required for after hours bookings)	\$30 per hour
Security Staff (required for large events, special needs)	Contract with Sheriff's <u>Office</u> <u>Reserve</u>
Clean-up Charge (trash not in cans, carpet stains, etc.)	\$40 small room \$75 large room

Booking Procedures

Internal Customers -

~~Rooms are available via Outlook and can be booked on-line.~~ Rooms can also be reserved via Sixth Floor reception desk (x8611). We encourage the use of standard set-ups only. 24 hour notice required for room set-ups.

External Customers -

Rooms may be reserved by contacting the Facility and Support Services Department at (563)326-8611. Standard room set-up diagrams are available via fax or mail. 24 hour notice required for standard room set-ups; 48 hour notice for non-standard set-up; 72

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hour notice for after-hours. Room charges are net 30 days after event date.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

March 10, 2016

APPROVING CHANGES TO GENERAL POLICY 14, USE OF COUNTY OWNED
FACILITES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That General Policy 14 "Use of County Owned Facilities" updates the policy by adding language on employee responsibilities regarding their ID/access card.

Section 2. This resolution shall take effect immediately.