



**DANE COUNTY
BOARD OF SUPERVISORS**

**CITY OF MADISON
COMMON COUNCIL**

LIAISON COMMITTEE

210 Martin Luther King, Jr. Blvd.
Madison, WI 53703



**CITY-COUNTY BUILDING
POLICIES AND OPERATING RULES
NOVEMBER 2013 DRAFT**

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1.0 SCOPE AND APPLICATION

- 1.1.** The Dane County Board and the Madison Common Council has designated the City-County Liaison Committee as managing authority for the City-County Building (CCB).
- 1.2.** These policies and operating rules contain the specific responsibilities of City and County Employees, Department Heads, Supervisors, Dane County Facilities Management, Public Safety Communication (911), Risk Management from both Dane County and Madison, Dane County Sheriff, and Madison Police. Specific responsibilities of volunteers and contractors are defined by agreements/contracts. Failure to abide by these requirements may result in disciplinary action, up to and including discharge.
- 1.3.** There shall be no discrimination because of sex, race, religion, color, national origin or ancestry, sexual preference, age, handicap, marital status, source of income, arrest record or conviction record, less than honorable discharge, physical appearance, political beliefs, or the fact that such person is a student as defined in Section. 3.23 (2) (h) Madison General Ordinances in the utilization of the City-County Building for government business, public meetings for the free discussion of public questions, or for civic activities.

2.0 BUILDING SCHEDULE:

- 2.1.** The CCB has three entrances used by the general public:
 - 2.1.1. Except on holidays, the entrance facing Martin Luther King Jr. Blvd. will be open Monday through Friday from 6:00 am until 6:00 pm or until all meetings open to the public are adjourned.
 - 2.1.2. Except on holidays, the entrance facing Carroll Street will be open Monday through Friday from 6:00 am until 6:00 pm
 - 2.1.3. The entrance facing Wilson Street will be open 24 hours a day, seven days a week.

- 2.2.** The Notice attached to these rules as Exhibit 1 shall be posted at the entrances facing Martin Luther King, Jr. Blvd and Carroll Street; the Notice attached to these rules as Exhibit 2 shall be posted at the entrance facing Carroll Street.

- 2.3. Garage Parking:** No public parking is available at anytime in the garage area. Dane County Department of Administration issues permits for CCB garage parking. The County and City shall be assigned equal number of stalls for assignment. The remaining stalls shall be considered for common purposes such as alderman/supervisor, prisoner unloading, food service and maintenance. Stalls will be assigned from 7:00 A.M. to 4:00 P.M., Monday through Friday, unless the permit is issued to staff working for MPD, Juvenile Detention or Public Safety Communication (911). All stalls not assigned to City Police, Sheriff Department, County Executive and Mayor or otherwise designated as assigned shall be available to other permit holders. Dane County DOA has the authority to ticket and tow illegally parked vehicles.

3.0 DEVELOPMENT AND DISSEMINATION OF SAFETY/EMERGENCY/EVACUATION PLANS

- 3.1.** Emergency procedures for the CCB are outlined here:
http://pdf.countyofdane.com/admin/CCB_emergency_Procedures.pdf .

- 3.2.** Dane County Risk Management and Madison Risk Management are responsible for distributing hard copies of these emergency procedures to all Department Heads in the CCB, who will then distribute them to CCB employees.

- 3.3.** Dane County Facilities Management is responsible posting Emergency Egress maps and other safety/emergency information as appropriate.

4.0 SAFETY AND EMERGENCY AWARENESS AND RESPONSIBILITIES

- 4.1. Employees.** Each CCB employee has the following general responsibilities:
 - 4.1.1. Each employee has the responsibility to become familiar with the emergency procedures, fire alarms, exits, fire extinguishers, physical layout of assigned area, evacuation routes and the requirements of the emergency procedures flipchart.

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- 4.1.2. With the exception of employees working for Public Safety Communication (911), Dane County jail, the Madison Police Department, and the Juvenile Detention Center (who must each follow specific departmental policies), all occupants of the CCB (i.e. employees and the general public) must follow the procedures set forth in the flipchart.
- 4.1.3. In the event of an actual emergency or a safety/emergency/evacuation drill, CCB employees should offer direction and guidance to members of the general public present in the building.
- 4.1.4. If an employee needs assistance to evacuate, it is the employee's responsibility to notify his or her supervisor about that need prior to a drill or an actual emergency.

4.2. Department Heads. Each Department Head (or his/her designee) has the following responsibilities:

- 4.2.1. Distribute the emergency procedures flipcharts to employees
- 4.2.2. Provide training on the emergency procedures to their employees upon hire and annually
- 4.2.3. After an emergency, provide feedback and recommendations to Dane County Risk Management and/or Madison Risk Management as appropriate.

4.3. Facilities Management. Dane County Facilities Management has the following general responsibilities:

- 4.3.1. Monitor necessary building systems
- 4.3.2. Coordinate with the Dane County Risk Management to schedule fire drills and tornado drills

4.4. Risk Management. Dane County Risk Management has the following general responsibilities:

- 4.4.1. Coordinates with Madison Fire Department in scheduling fire drills and fire inspections. Provide follow-up report of corrective actions taken.
- 4.4.2. Coordinates with Dane County Emergency Management to schedule evacuation and tornado drills
- 4.4.3. Maintain a record of all events and files of all reports and correspondence
- 4.4.4. Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program.

4.5. Dane County Sheriff and Madison Police Department:

- 4.5.1. The Madison Police Department is the primary responder in situations requiring the services of a sworn law enforcement officer and to enforce applicable State and Federal laws, as well as applicable City Ordinances.
- 4.5.2. DCSO and MPD will report security incidents to the City-County Liaison Committee, and will advise the City-County Liaison Committee regarding deterring/preventing future security incidents

5.0 AVAILABILITY OF THE CCB

5.1. General Rule: No business, non-profit, or personal organization shall be allowed to solicit business or selling on the premises without the Committee's written approval. The City-County Liaison Committee or its designee may permit the City-County Building to be used by any governmental body or official, or any non-profit, fraternal, religious, political, or veteran's organization for the purpose of governmental business, public meetings for the free discussion of public questions, or for activities of a broad public purpose if such use (a) does not interfere with the primary use of the building as determined by the Committee or its designee; (b) does not unduly burden the managing authority; (c) is not a hazard to the safety of the public or of City or County employees, or detrimental to the building, as determined by the Committee or its designee; (d) does not expose the City or County to the likelihood of expenses and/or damages which cannot be recovered.

5.2. Room Reservations: Requests for reserving rooms for non-governmental meetings shall be submitted in writing to the Dane County Clerk's Office for action by the Committee thirty (30) days in advance of the event. Requests for reserving rooms for governmental meetings are to be submitted to the County Clerk's Office.

5.2.1. The applicant for such use shall make written request to the City-County Liaison Committee through the County Clerk's Office.

5.2.2. The applicant for such use shall follow the operating rules set forth below.

5.2.3. The applicant for such use shall be liable to the City and/or County for any injury done its property and for any expense arising out of such use.

5.2.4. The Committee or its designee may require the posting of a bond to recover expenses and/or damages for the use of the building.

5.2.5. No permit shall be granted for a period in excess of two (2) hours or beyond 7:30 pm, unless waived by the Committee or its designee.

5.2.6. Should the Committee deny the issuance of a permit for the use of the building, the applicant may, not more than ten (10) days from the date of the decision of the Committee, file an appeal to the Mayor and the County Executive. Such appeal must be in writing and must specify the grounds thereof and is to be filed with the Secretary of the City-County Liaison Committee. The Mayor and the County Executive shall fix a reasonable time for the hearing of the appeal and shall give public notice as well as due notice to the applicant of the time of said hearing. The action of the City-County Liaison Committee shall be deemed appropriate unless reversed or modified by a unanimous vote of the Mayor and the County Executive. This rule applies to requests for the use of the building for purposes other than meetings of the governing bodies of the City and County and their duly constituted committees, commissions and the boards.

5.3. Flag Display: The United States Flag will be the only flag displayed. The Committee may approve other flags to be displayed for certain occasions. Requests of the Committee to display other flags must be made by an elected official, and only to recognize a special achievement, anniversary or occasion. No religious or commercial flags will be displayed, and flags displayed for special occasions will be flown for one (1) day only. No more than three (3) flags will be displayed at the same time, with the U.S. flag being the topmost flag. The United States flag will be half masted by declaration of national mourning by the President. The state flag will be half masted by declaration of mourning by the Governor. The County flag will be half masted by declaration of the County Executive. The City flag will be half masted by declaration of the Mayor.

5.4. Other Building Displays:

- 5.4.1. No placards, signs or other display devices shall be carried into the room nor affixed to or placed in any interior or exterior walls or windows.
- 5.4.2. No campaign related political activity or political news conferences are allowed inside the building proper, including hallways, entrance lobbies, etc. at any time.
- 5.4.3. Materials unrelated to political activities may be displayed in hallways, entrance lobbies and so forth, but only with permission from the Committee or, when designated by the Committee, Dane County DOA. The Committee or, when designated by the Committee, Dane County DOA may permit displays to be hung from the ceiling or on walls in common areas or on supplied tack boards or bulletin boards. Displays are limited to one (1) calendar week unless extended by the Committee. No wood or similar materials are to be used in displays due to fire restrictions.
- 5.4.4. Should the Committee deny a display request, the applicant may, not more than ten (10) days from the date of the decision of the Committee, file an appeal to the Mayor and the County Executive. Such appeal must be in writing and must specify the grounds thereof and is to be filed with the Secretary of the City-County Liaison Committee. The Mayor and the County Executive shall fix a reasonable time for the hearing of the appeal and shall give public notice as well as due notice to the applicant of the time of said hearing. The action of the City-County Liaison Committee shall be deemed appropriate unless reversed or modified by a unanimous vote of the Mayor and the County Executive.

6.0 MISCELLANEOUS OPERATING RULES:

- 6.1.** No campaign related political activity is allowed in the CCB.
- 6.2.** No campaign related political activity or political news conferences are allowed inside the building proper, including hallways, entrance lobbies, etc. at any time.
- 6.3.** No smoking is allowed in the building. (Per ordinance MGO Sec. 23.05, smoking is allowed outside, on the public sidewalk, away from the building entrances.)

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- 6.4. Loitering is prohibited in the CCB. Loitering includes being in the building after normal work hours without any apparent official City/County business.
- 6.5. No one shall block any building entrance, interior doorway or workspace in such a manner that it impedes people from working or conducting official business in any area. Sitting on floors in corridors and stairways is prohibited.
- 6.6. No one shall enter the building with bare feet or no shirt.
- 6.7. No one shall use any amplifiers or other noise-making devices which tend to disturb occupants within the building or on the grounds.
- 6.8. No animals are allowed inside the building, except service animals or service animals in training.
- 6.9. No skateboards, roller blades or roller skates are allowed in the building.
- 6.10. No alcoholic beverages are allowed in the building.
- 6.11. No personal space heaters are allowed in the building.
- 6.12. Portable electrical generating equipment and temporary heating equipment are only allowed when used in the building if part of a City or County construction project.
- 6.13. No structures for living or any other purposes shall be constructed on the grounds of the City-County Building, unless part of a City or County construction project.
- 6.14. No engaging in any physically intimidating or assaultive behavior or making any threats of violence or unlawful activities. (The CCB has a policy of zero tolerance for threats and acts of violence; any person engaging in such behaviors will be requested to leave immediately).**
- ~~6.14.6.15.~~ All requests building maintenance (painting, light bulb replacement, doors or windows that have broken) are to be directed to Dane County Facilities Management.
- 6.15.** Beginning on ~~November 1, 2011~~, signs will be posted in a prominent place near all of the entrances notifying individuals entering the building **as set forth in the attached.** ~~of the following:~~
- ~~6.16.~~
- ~~6.17. No firearms or weapons are permitted in the City/County Building.~~
- ~~6.18. Violators are considered trespassers and are subject to forfeiture or arrest.~~
- ~~6.19. Madison General Ordinance Sec. 23.59~~