

SECTION 505: BUILDINGS AND GROUNDS POLICIES AND PROCEDURES

505.1 POLICY

It is the policy of Black Hawk County to have consistent policies and procedures for the use of County buildings and grounds where possible, and to have building-specific policies and procedures where necessary.

505.2 SCOPE

This policy is applicable to all County-owned buildings and grounds, except County Conservation buildings. Necessary exceptions not noted herein should be reported to the Board of Supervisors, the Building Superintendent, or the Policy Review Committee.

505.3 PROCEDURES/REQUIREMENTS APPLICABLE TO ALL COUNTY BUILDINGS AND GROUNDS

1. **GENERAL PROCEDURES.** All requests for changes and/or building improvements shall be submitted to the Building Superintendent, except that such requests from the County Engineer shall be submitted directly to the Board of Supervisors. If approved and funded by the Board of Supervisors, the Building Superintendent shall provide for changes or improvements as necessary. All department heads will be notified prior to any changes or improvements.
2. **PARKING.** Refer to the Black Hawk County Parking Lot Ordinance for parking guidelines under the section on Restricted Parking. Improper parking by employees may result in having parking violation tickets issued and/or having the vehicle towed at the owner's expense for excessive parking violations as outlined in the ordinance. Employees with permits to park in the Courthouse parking lot shall use only the two rows of parking spaces nearest East Sixth Street and the section of the lot running parallel to Lafayette Street, unless no spaces are available in those portions.
3. **BUILDING SECURITY.**
 - A. **Access Cards/Keys.** As a vital part of Black Hawk County's security system, an employee will be issued an identification badge that will also serve as electronic access card to enter secured areas. The Building Superintendent shall issue access cards or keys to the Courthouse and Pinecrest building, or to a section thereof, to an employee only through the written request of his/her supervisor. This privilege is not transferable. An employee shall not allow other individuals to use cards and/or keys assigned to him/her, unless the employee is an employee of Building Maintenance charged with distributing cards and keys under this policy. The Building Maintenance Department will keep a list of employees holding cards and keys and the types of cards and keys held by each. Any key exchange or

reproduction of a key is prohibited. Unauthorized access to any County building is also prohibited. An employee receiving a card and/or key must sign a form provided by the building authority issuing the cards and keys that outlines the responsibilities of the employee regarding the card and/or key. If an employee loses a building card/key, he/she shall report it to the Building Superintendent immediately. Replacement cards will be issued once without a fee and each card after that an employee will be assessed a replacement fee of \$5.00. If an employee needs to stay after hours, or to come in on a weekend, he/she must make arrangements through his/her supervisor to get a card/key. When keys are no longer needed or upon termination of an affected employee, the keys shall be returned to the Building Superintendent. Cards enabling juries to exit the Courthouse by an alarmed exit during normal business hours will be issued to District Court Administration.

B. Contractor / Vendor Identification Badges. In most circumstances, vendors and contractors who have been authorized to perform work for the County would be accompanied by a Black Hawk County employee (thus would not need an identification badge.) However, in the event that a vendor/contractor will need to perform work independently, the Department Head and/or Elected Official overseeing the work, should contact the Maintenance Department to have a temporary identification badge issued. The Department Head / Elected Official should complete a 'Request for Identification Badge' form and include the Individual's name, company/vendor name, length of assignment and where work will be performed. When an assignment is completed, the contractor/vendor should return the identification badge to their primary point of contact at the County. The Department Head and/or Elected Official will be responsible for returning the temporary identification badge to the Maintenance Department. The Maintenance Department will maintain a log outlining cards that have been issued.

C. Pinecrest Building. It is the responsibility of each department to see that its section of the building is unlocked and locked each day. Those requiring after-hours access to the building must be given security clearance by their department heads. The maintenance staff will give instructions for security system procedures and operation. Each employee entering the building when it is locked shall enter a key code at the time of entering the building and, if necessary, deactivate or re-activate the alarm.

D. Secondary Roads facilities are under the direction of the County Engineer.

4. **EMERGENCY PROCEDURES.** Employees should refer to the County's Emergency Action Plan for the appropriate response procedures in case of an emergency. Residential facilities may have emergency procedures specific to their facilities as well.
5. **TELEPHONE AND FACSIMILE EQUIPMENT.** It shall be the responsibility of the Maintenance Department to make any telephone changes, repairs, modifications, additions, etc. Requests for such must come from the department head or his/her designee.

Black Hawk County prohibits the use of its property and equipment for private purposes. Personal use of such property or equipment by County employees must have some reasonable purpose or connection to County business. The connection need not be the primary purpose for use of County property, but it must have some connection. For example, when a citizen asks for a copy of a public document, it is necessary to use County property for this purpose even though the purpose is for the private business of the requesting party. The same would be true if the citizen were to use a fax machine or a County phone for a matter that is connected in some way to County business. Where appropriate, charges can be made by the department or official (as when an official may charge a copying fee for a public record or for notary purposes). When a question arises as to the existence of such connection, the matter shall be resolved by the department head or elected official.

The County's policies against sexual or other harassment apply fully to its telephone system and fax equipment, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no phone calls or faxed messages should be made or delivered if they contain intimidating, hostile, or offensive comments or material concerning race, creed, color, national origin, citizenship status, religion, age, sex, pregnancy, mental or physical disability, military or veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

The County's telephone system and fax equipment may not be used for solicitation for or by religious or political causes, commercial enterprises, or outside organizations.

6. **MAINTENANCE SERVICES.** It shall be the responsibility of the Maintenance Department to respond to work requests such as light replacement, adjusting room temperature, leaky sink repair, hanging pictures, etc., except that maintenance services for Secondary Roads facilities will be provided by the Secondary Roads Department.
7. **CUSTODIAL SERVICES.** Custodial responsibilities are primarily in the areas of floor care, sanitation, restroom cleaning, and, as time permits, dusting, window washing, etc. The custodians will not touch or move anything on the desk for dusting, to ensure that important papers are not disturbed. All employees are encouraged to keep their work areas as neat as possible. Desk cleaner and paper towels are available from the Maintenance Department upon request.
8. **SAFETY DATA SHEETS.** As required by the federal "Right to Know" law, Safety Data Sheets (SDS) will be maintained for chemicals utilized in each department. A master book containing the SDS is located in the Courthouse Maintenance Office. It is the responsibility of each department head to place on file with the Building Superintendent the SDS for all chemicals being used in order that the Building Superintendent may comply with required recordkeeping. OSHA requires that SDS sheets for discontinued products be kept on file for thirty years.
9. **TOBACCO POLICY.** Smoking and the use of tobacco products is generally prohibited

on all County property. Employees should refer to the Black Hawk County Tobacco Policy for any exceptions.

10. **LIGHTWEIGHT EXTENSION CORDS.** Lightweight extension cords (i.e. 22, 20, 18, or 16 gauge wire) shall not be used to connect any office equipment (including but not limited to computers, printers, fans, or space heaters) in any County buildings. Heavier extension cords (i.e. 14 and 12 gauge wire) of a length of eight feet or shorter, and with fuse protection, will be allowed for computers, printers and fans, but not for space heaters.
11. **SPACE HEATERS AND FANS.** Space heaters and fans are not allowed for use in County buildings unless approved by the Building Superintendent. Space heaters must be plugged directly into wall outlets without using extension cords, and must be unplugged when not in use. All space heaters must be equipped with a “tilt” safety switch.
12. **ALCOHOLIC BEVERAGES.** No alcoholic beverages are allowed in County buildings.
13. **EMPLOYEE PERSONAL PROPERTY POLICY.** Employees may, with the approval of their Department Head, bring personal property into their work area strictly at their own risk. This policy applies to all Black Hawk County departments and offices. Whenever the provisions of this policy are in conflict with federal codes, with the *Code of Iowa*, or with a collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the codes will prevail.

Black Hawk County will not reimburse claims for lost or damaged personal property unless the County has expressly requested the use of that personal property, or unless an applicable collective bargaining agreement provides otherwise.

14. **WEAPONS.** It is the policy of Black Hawk County to prohibit the carrying or storage of weapons in County buildings. This policy applies to everyone except certified peace officers, as defined in Iowa Code §801.4(11) (see Exhibit A attached). Also excepted are County Attorney staff and law enforcement officials carrying or storing weapons that are to be used as evidence in judicial proceedings. Also excepted are employees of Black Hawk County and contractors with tools that could be potentially harmful. This includes County employees permitted by their department heads to carry potentially harmful tools in and out of the county buildings, contractors hired by the County for a job of some duration, and technicians carrying potentially harmful tools.

This policy applies to all County-owned or County-operated buildings except those designated by the County to be used in conjunction with recreational hunting.

- A. Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation, not limited to, but including the following:
 1. Firearms, whether or not loaded.
 2. Any knife or blade; or any other sharp/pointed/edged instrument which a security

officer feels is a danger.

3. Sticks, bats, or any other blunt objects that have no useful reason for being taken into the building.
 4. Chemical sprays, including but not limited to mace and pepper spray.
 5. Explosive or incendiary devices.
 6. Obviously illegal weapons such as brass knuckles, nunchakus, etc.
 7. Any tools which may be potentially harmful.
- B. The County reserves the right to conduct searches of any person or object that enters County buildings. The County may employ metal-detecting devices on individuals and x-ray machines on personal effects.
- C. If an individual found to be armed possesses a concealed weapons permit for the weapon detected, he/she will be obliged to properly dispose of the weapon before entering a County building.
- D. If an individual found to be armed does not possess a concealed weapons permit for the weapon detected, proper law enforcement officials will be notified.

15. **LACTATION AREAS.** Black Hawk County will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. With any space provided for expressing milk, Black Hawk County will ensure the employee's privacy through means such as signs that designate when the space is in use, or a lock on the door. If the space is not dedicated to the nursing mother's use, it must be available when needed in order meet the Patient Protection and Affordable Care Act requirements. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that it meets the above mentioned guidelines. Employees who will need a designated place to express milk should contact the Human Resources Department.

16. **SERVICE ANIMALS:** Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog or a miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the animal must be directly related to the person's disability. Under Iowa law, this includes a dog or miniature horse that is in the process of being trained, to assist a person with a disability. A person with a disability, a person assisting a person with a disability by controlling a service animal, or a person training the animal, has the right to be accompanied by a service animal in public facilities. However, an animal that poses a direct threat to health and safety (ie: aggressive behavior), is out of control and whose owner is unwilling or unable to control it, or is not housebroken may be asked to leave the premises.

A service animal is not required to wear identifying symbols. In addition, the owner is not required to provide documentation that the animal has been certified, trained, or licensed. In cases where the service or task provided by the animal is not apparent, County staff may only ask if the animal is a service animal, and if so, what work or tasks the animal is trained to perform. Black Hawk County is not permitted to ask a person about the nature or extent of a disability.

505.4 ADDITIONAL PROCEDURES/REQUIREMENTS APPLICABLE TO THE COURTHOUSE AND PINECREST BUILDINGS

17. **CONFERENCE ROOMS.** It shall be the responsibility of the department using a conference room to set it up before and clean it up after a meeting.
 - A. **PINECREST.** Conference rooms 201, 220, and 213/215 must be reserved in advance through the Department of Human Services (319-292-2398). Conference rooms 443 and 420/422 must be reserved in advance through the Health Department (319-291-2413). The larger rooms will be maintained at minimum temperature settings unless scheduled in advance.
 - B. **COURTHOUSE.** Conference room usage must be reserved in advance through the Board of Supervisors Office (833-3003) for Rooms 201, 37A, and 410, and through the Information Technology Department (833-3011) for Room 204.
18. **The Frank Magsamen Board Room (Room 201):** The Board of Supervisors Room 201 will be used strictly for Board of Supervisor business unless prior approval is obtained directly from the Board of Supervisors.
19. **REFRIGERATORS.** There will be no refrigerators allowed in the buildings except as approved by the Building Superintendent.
20. **COFFEE POTS AND MICROWAVES, ETC.** Department heads will suggest suitable locations for coffee pots, when desired, to the Building Superintendent, who will then evaluate the coffee pots and the locations and determine if they meet safety standards. Microwaves and other cooking apparatus will be located in the employee break room unless otherwise approved by the Superintendent.
21. **FOOD AND BREAK AREAS.** The department head will decide when and where food can be eaten; however, conference rooms will not be used as break areas. If unsanitary conditions or complaints result from food and drink being dropped or spilled in non-break room areas, the Building Superintendent may implement a stricter policy. Empty pop cans shall NOT be stored in any location for redemption. If the quantity of pop cans within any area becomes extreme, the Building Superintendent, at his discretion, shall remove the cans from the building.
22. **DEPARTMENT PARTIES.** In the case of departments having parties due to retirement, promotion, etc. in any area of the buildings, it shall be the responsibility of those managing

the party to set up and clean up. If the cleanup does not take place, the Building Superintendent may charge the cost incurred for cleaning (including materials and overtime if required) to the department involved. Such billing may be on a per occurrence basis or reflected on the monthly billing (for departments that are tenants). All employees are encouraged to help keep the buildings clean and neat.

505.5 ADDITIONAL PROCEDURES/REQUIREMENTS APPLICABLE TO THE COUNTY BUILDINGS AND GROUNDS

23. POSTING OF PRINTED MATERIAL.

A. Postings Allowed:

- 1) Only on bulletin boards within each department and authorized public locations.

B. Postings Not Allowed:

- 1) Political literature.
- 2) Public business advertisements.
- 3) Posting materials in halls, elevators, restrooms, or the exterior of buildings (exception is polling place signs and public information relating to holiday and building closures).
- 4) Nothing shall be posted, visible to the general public, pertaining to County internal business.

C. Department Bulletin Boards:

- 1) Space will be made available for Union's use.
- 2) Departments should follow discretion when placing literature within the offices so as not to distract from the office appearance and décor.

D. Common Area Bulletin Boards:

- 1) Postings allowed:
 - a) Employee personal items for sale.
 - b) Official County and government material of a general nature.
 - c) Non-profit service organizations advertising a public service or event.
- 2) Procedure to post literature:
 - a) Contact the Board of Supervisors Office for Courthouse postings; for other buildings contact the appropriate department head.
 - b) The item posted must show a stamp of approval or it will be removed.
 - c) Item cannot be posted more than 30 days.
 - d) Items advertising a public service event cannot be posted more than 30 days before the event.
 - e) Any questions regarding the appropriateness of the item to be posted will be referred to the Board of Supervisors Office

24. RULES FOR USE OF COUNTY BUILDING SPACE BY OUTSIDE ORGANIZATIONS.

- A. Use of County space requires approval of the Board of Supervisors.
- B. With approval, outside organizations may use areas within the County on Mondays through Fridays, excluding holidays, outside of hours during which security guards are normally present.
- C. Approval is limited to organizations serving the greater public good.
- D. An application form shall be signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the County grounds during the designated event.
- E. The Board of Supervisors will approve or deny a request based on availability of space and the extent to which, in its discretion, the public good is served, except that the County facilities shall not be used for political purposes or meetings, unless otherwise required by law, as in the case of the holding of precinct caucuses as described under Section 43.93 of the *Code of Iowa*.
- F. County space will not be made available during normal hours of operation except that meetings involving the District Court shall be referred to the District Court Administration Office.
- G. After the organization is finished at the County, the County Building Maintenance Department will inspect it, and will determine the cost of any necessary clean up or repair. Black Hawk County will bill the organization for all costs related to security guard coverage, clean up or repair of damage.

25. RULES FOR USE OF COUNTY GROUNDS BY OUTSIDE ORGANIZATIONS.

For purposes of this section, “County grounds” is defined as all land adjacent to County property that is owned or controlled by Black Hawk County.

- A. Use of County grounds requires approval of the Board of Supervisors.
- B. There shall be a pre-event meeting between County representatives and the party responsible for the event to inspect the grounds and determine the placement of any equipment.
- C. The County grounds shall not be used for any unlawful purpose.
- D. The use of the County grounds shall not interfere with normal County government operations or with normal public access to the County during business hours (Monday through Friday 8:00 am until 4:30 pm).

- E. No more than 30% of the County grounds shall be used for the designated event.
- F. No applicant shall use the County grounds more than once within a two-month period.
- G. No animals (except service/assistive animals) or vehicles are allowed on grassy areas of the County grounds.
- H. Nothing shall be placed on the County grounds that could be harmful to grass or trees.
- I. The County grounds shall be cleaned by the applicant and returned to their pre-event condition immediately after the designated event or arrangements shall be made to pay the County for the cost of cleaning.
- J. An application form shall be signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the County grounds during the designated event.
- K. Any group using the County grounds shall provide the County with proof of an insurance liability policy naming the County as an additional insured in an amount of at least \$1 million.
- L. Any group using the County grounds and causing damages shall be required to reimburse the County for the cost of said damages.
- M. The Board of Supervisors in the exercise of its discretion may grant variances from these rules and requirements for cause shown on a case-by-case basis.
- N. The Board of Supervisors reserves the right to refuse use of the County grounds for any event that may compromise the security of the County or the safety of either County employees or the general public.
- O. Violation of any of these rules may be cause for the County to deny an applicant's future use of the County grounds.

EXHIBIT A

IOWA CODE §801.4 (11):

"Peace officers", sometimes designated "law enforcement officers", include:

- A. Sheriffs and their regular deputies who are subject to mandated law enforcement training.
- B. Marshals and police officers of cities.
- C. Peace officer members of the department of public safety as defined in chapter 80.
- D. Parole officers acting pursuant to *Iowa Code* §906.2
- E. Probation officers acting pursuant to *Iowa Code* §602.7202.4 and §907.2.
- F. Special security officers employed by board of regents institutions as set forth in *Iowa Code* §262.13.
- G. Conservation officers as authorized by *Iowa Code* §456A.13.
- H. Such employees of the department of transportation as are designated "peace officers" by resolution of the department under *Iowa Code* §321.477.
- I. Employees of an aviation authority designated as "peace officers" by the authority under *Iowa Code* §330A.8.16
- J. Such persons as may be otherwise so designated by law.

**APPLICATION FOR USE OF BLACK HAWK COUNTY
BUILDING SPACE AND/OR GROUNDS**

After you have completed this form, please return it to:
Board of Supervisors Office
316 E. 5th St., Room 203
Waterloo, IA 50703
Fax: # 319-833-3070
Office Phone: #319-833-3003

This form must be accompanied by a cover letter.

Date(s) of use: _____

Time of use (start and end times): _____

Group requesting use: _____

Name of person responsible: _____

Address: _____

Telephone number: _____ Fax number: _____

E-mail address: _____

Name of event: _____

Type of event: _____

Specific areas of County building and/or grounds you request to use: _____

Is the event open to the general public? Yes No

Number of participants expected: _____

What equipment will be used? (Examples: chairs, tables, electrical equipment, restroom facilities)

When will equipment be set up? _____

If event is outside, is food to be served for a fee? Yes No

If yes, has the appropriate Health Department permit been obtained? Yes No

Has this group used a County building or grounds for other events? Yes No

If so, please list functions and dates: _____

For use of County grounds, a liability insurance policy naming Black Hawk County as an "additional insured" is required in the amount of at least \$1 million at the time of event. Does this group have liability insurance to cover this event? Yes No



I have read **the Rules for Use of County Building Space and/or Grounds**. I understand that County grounds will be left in a clean and neat condition after use. I am liable for all damages, expenses and loss caused by any person who attends or participates in this scheduled event. By signing this application, I agree to defend and hold harmless Black Hawk County regarding any damage which may occur as a result of this scheduled function.

Signature of Responsible Person

Date

Printed Name of Responsible Person

***** FOR COUNTY USE ONLY *****

Date Received: _____

Date Certificate of Insurance received: _____

Approved by the Board of Supervisors on (date): _____