

## ITASCA COUNTY COURTHOUSE POLICIES

It is expected that all policies shall be enforced by department heads.

### 1. Building Space

- A. Departments needing space or storage area will need to submit requests for space through the Coordinator and the Administrative Division Meeting.
- B. It will be the responsibility of the Coordinator to receive requests for space and space changes and to give them consideration and make recommendations to the County Board.
- C. Only groups or departments whose function is related to administering county government shall be given the space in the courthouse. Support services will be allowed if proper space is available after all essential county services are satisfied.
- D. Rooms (county boardroom and meeting rooms, except courtrooms) shall be scheduled for use through the Administrative Services Department.
- E. Itasca County meeting rooms (county boardroom and meeting rooms) may be used by public (not private) entities only if there is no conflict with a county entity. Evening meetings should conclude before 10:00 P.M. unless other arrangements have been made. (See the Public Meeting Room Procedure beginning on page 5.)
- F. Signage for meetings taking place in the Courthouse will be limited to the document holders located on the exterior and interior doors. (Placement of any type of tape on wood doors or walls is prohibited as it tends to remove the wood finish or paint.)

### 2. Eating, Coffee & Smoking Areas

#### \*Smoking:

All County facilities, including county garages and county vehicles, are smoke free. (Exception to this action is the Grand Village Nursing Home which enforces its own policies.)

#### Coffee:

The lunchroom will be used for meals and coffee breaks.

## ITASCA COUNTY COURTHOUSE POLICIES

There will be no eating or drinking coffee in halls. Meals and coffee in the departments shall be at the discretion of the department heads, but shall not be allowed in the sight to the general public.

### 3. Benefit Providers

All approved benefit provider representatives are allowed to visit with employees before and after duty hours, during lunch breaks, and during coffee breaks. (Lunch and coffee breaks may be taken at other than regularly scheduled times to accommodate an interview, but must be in substitution for regular break and of the usual time duration.)

### 4. Inclement Weather

- A. It is the policy of Itasca County that when weather conditions are severe and/or hazardous to require closing county offices, the County Board Chair, Highway Engineer, and Sheriff shall authorize the closing (in the absence of the Chair, the Vice Chair). In accordance with M.S. 373.052, the County Board, by resolution, will retroactively authorize the emergency closing. Employees will not be paid for time unworked during the closing! To receive payment, employees will be required to replace unworked time with accrued eligible leave or take the unworked time as unpaid time.

On those occasions when an employee is unable to come to work, or must miss part of a day due to weather conditions, and county offices remain open, non-exempt employees who earn time-and-a-half overtime after 8 hours worked per day (*as per the collective bargaining agreement*) must make up the unworked time in the day the missed time occurred (i.e. employee could not get in to work at 8 AM but employee can get into work at 11 AM and then works 8 hours which includes making up the missed time) or in the same work week on another day that does not incur overtime for the makeup (i.e. work Saturday) or replace unworked time with accrued eligible leave or take the unworked time as unpaid time. The department head may waive this policy and allow this non-exempt employee to make up the unworked time via overtime calculation on another day in the same work week based on appropriate work-related need as determined by the department head.



## **ITASCA COUNTY COURTHOUSE POLICIES**

Departments are advised to use their emergency communications plan to communicate with and inform their employees about disruptions in county operations. Department heads are responsible to file updated written communication plans with the Risk Manager/Safety officer by January 1 and July 1 of each year.

The Risk Manager/Safety Officer will provide to the Sheriff in January and July an updated list of County Department Heads, the Chief Deputy/next-in-line authority and contact phone numbers. The Sheriff/Dispatch will use the information to contact County Department Heads/the Chief Deputy/next-in-line authority to inform them about disruptions in County operations and as appropriate given the circumstances.

## ITASCA COUNTY COURTHOUSE POLICIES

Public meeting rooms shall be scheduled for use through the Administrative Services Department (218-327-2847). Itasca County meeting rooms may be used by other public entities, non-profits and community organizations only if there is no conflict with a County entity. Evening meetings shall conclude before 10:00 p.m. and the rooms are not available on the weekends due to unavailability of staff (exceptions to this will be dealt with on a case by case basis).

All County facilities are smoke free.

The following is a list of the rooms available for use:

- \* **1<sup>st</sup> Floor Conference Room #153:** Accommodates 8 people
  - \* **2nd Floor Conference Room #233:** Accommodates 12 people
  - \* **Administrative Services Conference Room #112, 1st floor:** Accommodates 22 people
  - \* **Basement Conference Room/east end:** Accommodates 24 people
  - \* **Board Room -East #121, 1<sup>st</sup> floor:** Accommodates 40 people
  - \* **Board Room -West #121, 1<sup>st</sup> floor:** Accommodates 75 people
  - \* **Computer Training Room (basement-east end):** Accommodates 18 people
  - \* **ITV Room** - contact Court Admin (327-2870) for scheduling
  - \* **Sheriff's Training Room #J13** - contact Sheriff's Office (327-7420)for scheduling
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Non-permitted Functions:

- \* Functions for which there is an admission charge.
- \* Functions which promote or market any product or service not approved by the Board
- \* Functions which are not open to the public (unless allowed to be closed by law).

Reservations and Use Agreements:

- \* Reservations may be canceled by the County if the room is urgently needed for a County function.
- \* Reservations may be made for single functions or for monthly, weekly or bimonthly meetings.
- \* Contact person, telephone number, the start and ending time of the reservation shall be recorded.
- \* Administrative Services staff shall be notified @ (218) 327-2847 if the reserving group cancels a function.
- \* Please include in the correspondence to the attendees the room numbers the meetings are being held in.
- \* On the day of the meeting, please post a single sheet "meeting notice" that includes the general topic and room number on the 4<sup>th</sup> Street and East entrance doorways. (Placement of any type of tape on wood doors or walls is prohibited.)

## ITASCA COUNTY COURTHOUSE POLICIES

### For Non-County Business and/or After Hours Requests:

A County Courthouse Facility Use Request Form shall be completed and signed by the person requesting use of the facility. The completed form is to be turned into the Administrative Services Department or can be faxed to (218)327-2848. Admin Services will forward a copy of the completed form to the Custodial staff for after hours use and/or if there are "special needs" indicated.

### Rules for Meeting Room Use:

- \* No smoking.
- \* Alcoholic beverages **are not** permitted.
- \* Room **shall** be left in the condition in which it was found.
- \* Person requesting the use of a meeting room is responsible for any damages to buildings and/or equipment as a result of the scheduled event.
- \* Activities **shall** conclude by 10:00 p.m.
- \* Needs such as tables and chairs should be discussed prior to the date of the need.
- \* Non-government agencies need to provide their own presentation and A/V equipment.
- \* Internet access is restricted to county computer equipment only.
- \* All organizations need to provide their own coffee and supplies.
- \* Parking, except for loading or unloading, is limited to the Courthouse parking lot or street parking as allowed by the City.
- \* Building can be accessed via the East Courthouse entrance. Any other entrance requests should be directed to Administrative Services @ (218)327-2847.
- \* Signage for meetings taking place in the Courthouse will be limited to the document holders located on the exterior and interior doors. (Placement of any type of tape on wood doors or walls is prohibited.)

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11/01/96; 12/10/96; 12/11/96; 04/01/97; 12/22/98; 06/28/02; 09/13/04;  
01/27/2009; 07/27/2010

**ITASCA COUNTY COURTHOUSE  
FACILITY USE REQUEST**

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Name of Organization

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Type of Activity

<u>Date of Use</u>	<u>Day of Week</u>	<u>Room#</u>	<u>Start Time</u>	<u>End Time</u>
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Special Needs:

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Name of Person Responsible

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Telephone Number

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**FACILITY USE GUIDELINES**

Courthouse facilities are available for use by public entities, area non-profit groups and community organizations when not in use by a County entity. The following rules have been established:

1. Requests for the use of the facility after hours should be made as early as practical on the form available from the Administrative Services Department (218-327-2847; FAX 218-327-2848).
2. Reservations may be canceled by the County if the room is urgently needed for a County function.
3. Reservations may be made for single functions or for monthly, weekly or bi-monthly meetings.
4. A contact person, telephone number, the start and ending time of reservation shall be recorded.
5. The person signing the request is responsible for any damages to buildings and/or equipment as involved with the event.
6. Activities shall conclude by 10:00 p.m.
7. Alcoholic beverages are not allowed.
8. No smoking. All County facilities are smoke-free.
9. Parking, except for loading or unloading, is limited to the Courthouse parking lot or street parking as allowed by the City. Building access is via the East Entrance.
10. Non-government agencies need to provide their own presentation and A/V equipment.
11. Internet access is restricted to county computer equipment only.
12. All organizations need to provide their own coffee and supplies.
13. Signage for meetings taking place in the Courthouse will be limited to the document holders located on the exterior and interior doors. (Placement of any type of tape on wood doors or walls is prohibited.)

# ITASCA COUNTY



## REQUEST FOR BOARD ACTION

<b>Requested Board Date:</b> 07/27/2010	<b>Originating Department:</b> Administrative Services
<b>Type of Meeting:</b> County Board	<b>Presenter:</b> Irene C. Koski
<b>Item:</b> Policy Updates - Courthouse Policies and Facility Use Request	<b>Estimated Amount of Time Needed for Discussion:</b> <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> > 30 minutes

**Board Action Requested:**

Approve the updated Courthouse Policies and Facility Use Request.

**Background:**

Please see attached.

**Supporting Documentation:**     Attached     None

**Item Classification for County Board Meeting:**

- Consent Agenda
- Regular Agenda
- Refer to
- Table until
- Other

**Item History:**

**Date:** 07/16/2010

**Signature:**

*Irene C. Koski*

**Board Action:**

**Approved as Requested:** 07/27/2010

**Denied** \_\_\_\_\_

**Tabled** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Distribution / Filing Instructions:** 07/29/2010

Administrative Services Assistant - Policy Manual