



Policy 4020 Property/Facility Use and Security

Version: 3.0

Effective Date: 5/21/2024

Board or Administrative: Board

Policy Statement

This policy governs the use of County Facilities (except County parks) and the safety and security of employees, volunteers, vendors, and members of the public who visit or use County Facilities. It is the policy of the County to ensure that the County facilities are used for the purpose of furthering the County's business and government objectives.

Definitions

- *The County:* refers to the officers, employees, agencies, and facilities of Dakota County government.
- *The County Board:* refers to the Dakota County Board of Commissioners.
- *Courthouse:* those areas beyond point of entry screening at the Dakota County Judicial Center, the Northern Services Center and the Western Services Center.
- *County Facilities:* all land, properties, and improvements owned, leased, or otherwise controlled by the County, including but not limited to buildings, facilities, lawns, wooded areas, parking lots/areas, rights-of-way, and other spaces. For purposes of this policy, County Facilities does not include County parks subject to County Ordinance 107 – Park Ordinance.
- *Reservable County Facilities:* areas within County Facilities that may be reserved by the public for use, either for a fee or free of charge. For purposes of this Policy, the Reservable County Facilities are: (1) the Western Service Center atrium; (2) designated conference rooms in service centers accessible from public lobbies or atriums; and (3) certain conference rooms designated by the County for public use at County Libraries.
- *Limited Designated Public Forum(s):* areas within County Facilities that the County has intentionally opened for use by the public for a limited purpose, including, for example, and without limitation, for use by certain persons/groups or for discussion of certain subjects.
- *Nonpublic Forum(s):* areas within County Facilities that are not, either traditionally or by County designation, a forum for public communication, discourse, or expressive activity.

- *Public Forum(s)*: the paved areas/sidewalks immediately outside the main public entrances to County buildings, but not including parking lots/areas.
- *Service Animal(s)*: a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- *Short-term Permit*: a permit issued by the County Manager or designee to a commercial vendor allowing a specific commercial activity to take place at designated County Facilities for a specific period not to exceed forty-eight (48) hours under the conditions outlined in the permit.

Source

Board Resolution Nos. 17-487, and 03-407 Minn. Stat. § 375.18, subd. 2, § 373.01 subd 1(4), §73.26, and § 363A.19.

The general authority is Minn. Stat. § 375A.03, describing the statutory duties and authority of the County Manager.

General

Regulation of Use of County Facilities

The following County Facilities are designated as Limited Designated Public Forums:

- Reservable County Facilities;
- The County Board Room during County Board and other meetings open to the public;
- County conference rooms during County Board or County Board Committee meetings that are open to the public; and
- Designated media cabinets/racks and bulletin boards at County Facilities.

The County Manager or designee has discretion to allow, restrict, or deny public use of these Limited Designated Public Forums in accordance with applicable law. The County maintains guidelines and procedures governing the use of Reservable County Facilities, including scheduling logistics and prioritization, facility availability, reservations, rental fees and expenses, user conduct rules and expectations, and user liability and indemnification responsibilities. Public use of Reservable County Facilities requires completion of a formal rental agreement or application that contains specific usage rules and obligations.

Areas within County Facilities that are not designated as Public Forum or Limited Public Forum areas are designated by the County as Nonpublic Forums. Public use of Nonpublic Forums is restricted to participation in official County business conducted at the location and to the extent permitted by applicable law.

Placement of privately owned signs at County Facilities is strictly prohibited unless approved by the County Manager or designee. Additional rules and regulations apply to public use of County parking lots/areas, which are designated by the County as Nonpublic Forums.

General Prohibition of Commercial Use of County Facilities

Use of County Facilities for commercial purposes or activities, including for-profit sales and solicitation, is generally prohibited, subject to the exceptions contained herein and in any other County policy. This prohibition does not apply to the County or its lessees. Rentals of County Facilities are considered a lease agreement for purposes of this policy.

Short Term Permits

The County Board grants the County Manager or designee discretion to issue Short-term Permits in accordance with this policy for activities and events that promote the interests of the County. Permits shall not be issued consecutively for the same activity or to the same vendor to extend the use beyond forty-eight (48) hours.

Literature Distribution

Hand distribution of literature at County Facilities is limited to the Public Forum areas. Distribution of publications, including but not limited to newspapers, magazines, political literature, circulars and pamphlets is confined to cabinets at locations approved by the County Manager or designee. Cabinet design and fees may be specified by the County Manager.

Incidental Use by County Employees

County employees may place notices in non-public areas within County Facilities describing items for sale or services by the employee provided that the posting or activity does not interfere with performance of County business and is in compliance with all department policies.

Animals in County Facilities

The County allows Service Animals to accompany individuals with disabilities in County Facilities in accordance with applicable law. All other animals are strictly prohibited in County Facilities; unless the animal is part of a County sponsored event or program.

Security at County Facilities

For the safety of visitors, users and employees of County Facilities, the County maintains security systems and procedures that address, amongst other things, background checks for contractors/vendors and their employees, identification credentialing, control of access to County Facilities, security and violence incident reporting, and emergency preparedness/response. Access to Courthouse areas located in County Facilities is specifically addressed in Policy 5600 Point of Entry

Screening. In addition, all courtroom security hallway doors, including courtroom and chamber doors, are to be in the locked position at all times to enhance the security of the Courthouse.

Unauthorized Activities at County Facilities

For the safety of visitors, users and employees of County Facilities, the County prohibits unauthorized activities at any County Facilities. Unauthorized activities include, but are not limited to:

- Entering any building, or area locked or closed to public use;
- Entering any area under construction ;
- Entering or being upon any County Facility after the posted closing time or before the posted opening time;
- Entering for the purpose to engage in any criminal act ;
- Camping, dwelling, or sleeping overnight except in areas provided and designated for that purpose; or
- Any use that interferes with the conduct of official County business or is unduly disruptive of others present at the County Facility for official County business.

Procedures

Procedures will be maintained by Facilities Management.

Disciplinary Action for Failure to Comply with this Policy

Employees failing to adhere to this policy may be subject to corrective intervention up to, and including, discharge, in accordance with County Policy 3360.

History

Version	Revision Date
1.0	12/1/1991
2.0	8/22/2017
3.0	5/21/2024

Related Policies

- Policy 4022 Identification Credentialing for Facilities Access
- Policy 4042 Bulletin Boards

- Policy 4043 Parking Regulations
- Policy 5600 Point of Entry Screening
- Policy 8252 Signs Placement

Contact

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Approval

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