

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting)	RESCIND
A Facility Use Policy for the John Gumm)	ORDER NO. 51-2024
Building and Civic Center)	Corrected to ORDER NO. 52-2024

WHEREAS, the John Gumm Building and Civic Center ("John Gumm") is a public buildings, open to the public for public business purposes; and

WHEREAS, the County has an interest in maintaining the safety and security of John Gumm for the benefit of its employees, volunteers, and visitors;

NOW, THEREFORE, it is hereby ordered that the Facility Use Policy for the John Gumm Building and Civic Center which is attached hereto as Exhibit "1", is hereby adopted.

DATED this 12th day of October, 2024.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Approved as to form
By: [Signature]
Office of County Counsel

By: [Signature]
Casey Garrett, Chair

By: [Signature]
Kellie Jo Smith, Commissioner

By: [Signature]
Margaret Magruder, Commissioner

EXHIBIT "1"

FACILITY USE POLICY FOR JOHN GUMM BUILDING AND CIVIC CENTER

Purpose: To ensure that the John Gumm County Building and Civic Center ("John Gumm") is open, accessible, and safe for the employees, and public using it.

Applicability: All persons entering John Gumm

Definitions:

- A. **Dangerous weapons:** Dangerous weapons are defined to include:
- a. Firearms, loaded or unloaded, including pellet and bb guns;
 - b. Live ammunition, explosives, or explosive devices;
 - c. Martial arts weapons;
 - d. Knives, dirks, daggers, ice picks or other sharp object with an edge or point capable of inflicting serious injury;
 - e. Mace, tear gas, pepper spray or similar deleterious agent;
 - f. Electrical stun gun or similar instrument;
 - g. Slingshot, metal knuckles, "cats eye" or similar device;
 - h. Club, baton, nunchaku or similar instrument that could inflict injury;
 - i. Any other hazardous substance (poison, gas, etc).
- B. **Sweep:** The act of clearing a room by visual inspection to verify no person remains in a room.
- C. **Visitor:** A visitor is any person who is not an elected official, employee or volunteer for Columbia County or a John Gumm tenant.

General Policy: John Gumm is a 24/7 secure access facility except for during open museum hours, Board Meetings and other approved public meetings or public events. Exceptions to this general policy must be approved by the Board of Commissioners. The following guidelines govern the use and access to John Gumm.

Policy Guidelines:

- i. **General Requirements**
 - a. Access Cards. Individuals permanently assigned to work at John Gumm will have key card access. In addition, County Department Heads, General Services, IT and sworn officers of the Sheriff's Office, will also have access to the building for business purposes. Other County employees may be granted key card access at the request of their Department Head. Access shall be limited to those employees with a regular need to access the building to conduct County business. County Departments shall follow policies and procedures for maintaining a

current list of employees who should have access. The scope of access (doors, days, hours of access) will be established based on business need.

b. Access Violations.

- i. Access violations are to be reported without delay to the Board of County Commissioners and/or the General Services Department.
- ii. The General Services Director may revoke access of any cardholder found in violation of the access policy.

c. Visitor Escort. Except for museum public hours or other public events, visitors must always be accompanied by an employee of the County or of a tenant.

d. Deliveries and Mail. Except for curated delivery, all deliveries and mail and packages shall be made to the Columbia County Courthouse Annex. Curated deliveries must be received by a staff member. Staff is responsible for picking up mail and packages from the Courthouse Annex. Tenants shall be responsible for off-site mail and package delivery.

e. Emergency. Emergency Service personnel will have unobstructed access when responding to emergencies.

f. Screening.

- i. All visitors must enter the main doors of John Gumm.
- ii. Visitors are subject to screening. Screening of persons may be accomplished using a walk-through metal detector, or by a hand-held metal detector, other detection system or by a pat-down search, and visual inspection.

g. Weapons. Except as provided in ORS 166.370(3), no person shall possess a dangerous weapon while in the John Gumm building. This restriction shall not be construed to prevent the use of any office supplies or equipment containing a sharp edge or point. Subject to the approval of their Department Director or supervisor, individuals employed by the County, or a tenant may be exempted from the restriction on possession of mace, tear gas, pepper spray or similar deleterious agent where the presence of such weapons serves a business purpose.

h. Alcohol Use. No alcoholic beverages may be consumed in County buildings.

i. Closing Procedures. For public events such as Board meetings or open museum days, bathrooms shall be checked at the end of the event to verify no visitors remain in the building. Sign in sheets shall be made available for visitors.

j. Use of Auditorium, Meeting Rooms, and Shared Spaces. Use of the Auditorium, Meeting Rooms and Shared Spaces at John Gumm is limited to the County and tenants of the building, subject to the following restrictions:

- i. Auditorium. Use of the Auditorium may be scheduled by contacting the Board Office Administrator. Such use is subject to approval by the Board of Commissioners.
- ii. Meeting Rooms. County Departments may reserve a meeting room through the Calendar or other designated system. Tenants may reserve the Community room on the 1st floor by contacting the Board Office Administrator. 2nd floor meeting rooms are reserved for County use.

- iii. **Shared Spaces.** Use of the breakroom and other common areas shall be shared. Users shall clean up after themselves. The Department or tenant using the Auditorium, or any other meeting space is responsible for any setup and teardown. They are also responsible to clean the space for subsequent use.

ii. **Business Hours Requirements**

- a. **Normal Business Hours.** Normal business hours are Monday-Friday from 8:30 a.m. to 5:00 p.m. except for legal holidays or when otherwise closed by the Board of County Commissioners.
- b. **Exterior Doors.** The exterior front door will be programmed to unlock at 8:30 a.m. and lock at 5:00 p.m. All other exterior doors will always remain locked. During public events the inside front doors will be unlocked 15 minutes before the event and locked 15 minutes following the scheduled conclusion of the event.
- c. **Access.** Visitors and others lacking key card access to John Gumm must enter the main doors of John Gumm and use the intercom system or other call system to notify the desired Department that they have arrived. The receiving Department shall escort the visitor to the Department unless the visitor has a County issued ID badge.
- d. **Closing Procedures.** At the end of the day:
 - i. Sweep the building including all bathrooms to assure that no unauthorized individuals remain.
 - ii. Check all exterior doors to assure they are shut and locked.

iii. **After-Hours Requirements**

- a. **After Hours.** "After-hours" refers to all times outside of normal business hours.
- b. **Exterior Doors.** All exterior doors will always remain locked except for during approved public meetings or public events. During public meeting or public events, the exterior front doors and inside front doors may be unlocked 15 minutes before the event and will again be locked 15 minutes following the conclusion of the event.
- c. **Access.** After-hours access is limited to:
 - i. County Elected Officials, County employees and employees of tenants who have been granted key card access to John Gumm. Such access is allowed only with a specific business need to be in the building.
 - ii. Visitors or County employees without key card access that have an appointment or are attending a non-public meeting or event.
 - iii. Individuals attending public meetings or public events hosted by a department or tenant.
- d. **Scheduling.** Meetings or events should be scheduled as early as possible, especially if recurring. Scheduling can be made for up to six or twelve months in advance.
 - i. All meetings or events should be scheduled using the County calendar.
 - ii. Meetings or events may only be scheduled by County Departments or tenants.

- iii. All public meetings or public events must be approved by the Board of County Commissioners or General Services Director.
- iv. Public meetings and public events shall be confined to the main floor of the John Gumm. The meeting organizer shall monitor the hallway and stairs to assure compliance with this requirement.
- e. Organizer Additional Responsibilities. The organizer of the meeting or event is responsible to assure the requirements of this policy are followed. If multiple meetings or events occur at the same time the organizers must coordinate to assure compliance with this policy. In addition, the organizer(s) is responsible for:
 - i. Setup and takedown of meeting or event rooms.
 - ii. Unlocking and relocking of the front doors.
 - iii. Securing ropes in place identifying the stairs to basement and second floor as not open.
 - iv. Assign one or more persons to act as building monitors to ensure that visitors are not accessing off limit areas.
 - v. Cleaning all areas used, including common areas.
- f. Closing/Exiting Procedures.
 - i. Individual Entering After-Hours. Individuals accessing John Gumm after-hours other than for a meeting or event are responsible to clean any mess they make and to assure that all doors, including office and exterior doors, are shut and locked.
 - ii. Meetings or Events. The Department or Tenant organizing the meeting or event is responsible to:
 - 1. Sweep the building including all bathrooms to assure that no unauthorized individuals remain.
 - 2. Check all exterior doors to assure they are shut and locked.
- iv. **Procedures** - The Department of General Services will prepare and distribute the procedures to implement this Policy. A special packet, including the Policy, procedures, and necessary documents, will be given to Tenants.