



TITLE: Building and Premises Use, Safety and Security, Employee ID Badge, and Responsibility.		POLICY: PW-150-2023
EFFECTIVE DATE: 10/23/2023	SUPERSEDES:HR-150-2008-IDENTIFICATION BADGES	PAGES: 14
MAYOR: DocuSigned by: <i>Christine Frizzell</i> 5E0020D425DB4B8...	PUBLIC WORKS DEPARTMENT DIRECTOR: DocuSigned by: <i>William Franz</i> 1498C104B0C9400...	PUBLIC WORKS DEPUTY DIRECTOR: DocuSigned by: <i>Marcie MacG...</i> 296738FD45EC426...

APPLICABLE TO: All City Departments, Offices, Employees, and Elected Officials, including temporary and contracted employees.

POLICY STATEMENT: The City of Lynnwood makes it a priority and is committed to providing a safe and healthy physical environment for all employees, community members, and visitors.

PURPOSE: The purpose of this policy is to define the rules and procedures regarding appropriate use of City resources and maintaining a safe working environment for staff, elected officials, and visitors, to ensure that City buildings and adjacent premises are used, maintained, and managed appropriately in the conduct of City business. Each City employee and elected official is expected to adhere to this policy, to exercise caution in all work activities, and share in the responsibility to assure the physical security for all people and property.

Additionally, this policy is to establish:

1. The hours of use for City buildings and adjacent premises.
2. That secure City areas are not open to the general public.
3. The general rules of conduct which apply in City buildings and adjacent premises.
4. The requirements for building safety.
5. The process for events at City buildings and adjacent premises.
6. The responsibilities, enforcement, and procedures for use of City buildings and adjacent premises.

ENFORCEMENT:

- a. Engaging in any activity which requires a permit or authorization without such a valid permit or authorization constitutes a violation of these rules.
- b. Any violation of these rules or other applicable rules or law by members of the public, visitors, staff, or elected officials, may result in:
 - i. Revocation of a person's permission to remain in City Buildings and/or on the adjacent premises;
 - ii. Trespass, arrest or citation; or
 - iii. Discipline of City employees.

DEFINITIONS:

“Adjacent Premises or Areas” means the City-owned or occupied real property adjacent to a City building or parking lot. It does not include areas that are part of the street, sidewalks, or other public rights of way.

“Building and Property Services or Facilities Maintenance” means the division of the Public Works Department that maintains City facilities.

“City” means the governing body of the City of Lynnwood.

“City building(s)” means all City owned or occupied buildings, including but not limited to the buildings listed at the addresses defined in the responsibilities grid in the Facilities Operations and Maintenance Plan.

“City Property” means both City buildings, property, and adjacent premises, and any other property owned or occupied by the City.

“Delegated Responsible Department/Position” means the department and position (or their designee) within the department that has been delegated by the Mayor of the City responsible for enforcing rules, ensuring security, and facilitating the space use and needs of the building in conjunction with the Citywide Space Planning Committee and the executive department.

“Hotel Workstation” is a cubicle or office space with a desk that can be reserved by employees for temporary use. It is meant for those who work remotely and need to come into the office occasionally.

“Shared Workstation” is a cubicle or office space that two or more employees use on a consistent basis, offering a permanent location for remote workers while in the office. This space has a schedule that is worked out between the employees that share the space.

“Secured Areas” are the administrative and/or secure areas not open to the general public. Secured areas include staff office space as well as common and

shared spaces inside City facilities. Some spaces such as conference rooms, Council Chambers, lunchrooms, and City Hall lobby are open and available for city-related activities only.

POLICIES:

1. City Property Hours:

- a. General operating hours and hours open to the public vary between buildings. The hours a building is open to the public shall be posted on buildings and the City website.
- b. Adjacent Premises and Building Entranceways: During the hours that a City building is not open for the public or during operating hours, the premises adjacent to the building, entranceways and parking lots are not open to the public, unless otherwise posted, permitted, and/or authorized by the City.
- c. Employees and elected officials working outside of City Operating hours must have authorization and follow all listed procedures in adherence to this policy.
- d. The Mayor or the Delegated Responsible Department/Position, may, by posting on the building and City website, establish other hours for any City property or temporarily close any City property. Posting will adhere to all American Disability Act, Title VI, and Language Action Plan requirements.

2. Secured City Property and Facilities:

- a. **Accessing City Buildings:** All city employees and elected officials are responsible for the proper use of city resources, including city buildings. City buildings are to be used for official city purposes, including conducting official duties and other activities reasonably related to the conduct of official duties, such as training and professional development.

- i. **Permitted Personal Use of City Resources:** Any personal use by a city employee or elected official of city resources must be de minimis (minor) and each of the following conditions must be met:

- 1. There is little or no cost to the city;
 - 2. Any use is brief;
 - 3. Any use occurs infrequently;
 - 4. The use does not interfere with the performance of any city employee's or elected official's official duties;

5. The use does not compromise the security or integrity of city property, information systems, or software;
 6. The use is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain;
 7. The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group; and
 8. The use does not conflict with the Lynnwood Municipal Code Chapter 2.94 Code of Ethics.
3. **Visitors**: All visitors entering into a secured area of a City building must check in, receive a visitor badge, and be escorted by a City staff person at all times while in a secured area.
 4. **Employee ID Badges**: All employees and elected officials are issued an Employee ID badge and must sign documentation stating that they have received it. All employees and elected officials are responsible for the safekeeping of their ID badge. Each Employee ID badge is programmed to grant access to appropriate secured buildings, secured areas within buildings, and general operating hours for access (as defined in section 1). Employee ID badges must be worn and visible at all times while in a City building and must not be shared with other City staff, visitors, or other members of the public. Uniformed employees are not required to visibly wear their badges at all times but should keep them available.
 - a. If an employee or elected official does not have their badge, a temporary badge may be issued from the City Hall front desk, or Development and Business Services front desk.
 - b. Lost ID badges must be reported to Information Technology (IT) department immediately so the badge can be deactivated and reissued.
 - c. Personnel assigned to duties where the possession and/or display of the Employee ID badge would jeopardize their safety or their effectiveness, may be exempted from the provisions of this policy by their Department Director.
 5. **Scanning Your Badge**: Each employee or elected official must scan their badge when entering a secured area. When several employees or elected officials are entering the same door one after another (tailgating), each person must scan their badge. Each scan is logged into the system; this is an important step in the City's approach to security. Individuals may not enter a secured area if they have not

scanned their badge or properly checked-in as a visitor. In case of emergency, first responders are not required to adhere to individual badge scanning.

6. **Use of Shared Space:**

- a. **Reserving a Room:** A reservation must be made through the City's Outlook Calendar prior to using any conference room or the Council Chambers and the reservation must be approved in Outlook showing no conflict or through the department/owner of the calendar. (Council Chambers use managed by Council Executive Assistant.) If you do not have access to the City's Outlook Calendar, work with your supervisor or manager to make the reservation.
- b. **Room Set-up and/or Clean-up:** If the use of these shared spaces is outside of regular business hours or requires extra set up and extra garbage cans, the employee must complete a work order for Building Maintenance Services with at least 3-5 days advance notice for set up.
- c. **After Hours:** All City buildings are protected by a centralized security alarm system. All employees and elected officials with access to the buildings should be familiar with the security alarm system and be able to disarm and re-arm the security system when necessary. It is the responsibility of the employee or elected official who is in a building after hours to walk through and check if they are the last one out of the building, and if so, to arm the security alarm system before leaving. If an employee is unintentionally in the building when the alarm is set, false alarm procedures are listed below. Training in alarm procedures can be requested through your supervisor or facilities staff.
- d. **Security Codes and False Alarms:** If an employee or elected official does not know the building-specific security code for the alarm system, they should contact the Public Works Deputy Director responsible for facilities or the Building Maintenance After-Hours number posted on the sign at the alarm pad. If an alarm is actively set off and an employee or elected official is unable to disarm the alarm system, the employee or elected official must call the number posted at the alarm keypad, and stay on site until the alarm is cleared and turned off by either Building Maintenance or the Lynnwood Police Department.
- e. **After Hours Meetings at City Hall or Council Chambers:** If an employee or elected official is hosting a meeting or event and requires the front door to be unlocked during the duration of the meeting, a building access toggle badge must be checked out from

the front desk staff that will unlock the door. At the completion of the meeting, the door must be relocked, the building access toggle badge returned to the front desk, and the security alarm set.

7. **Keys:** All City facility keys are issued, tracked, and maintained by the Public Works Facilities and Administrative team. All employees, elected officials, contractors, etc. that are issued keys must sign a key holder acknowledgement of responsibilities form (excluding jail facilities and operations).

- a. **Key Holder Responsibility:** The key holder is responsible for the key that they are issued. The key holder is to immediately notify their supervisor and facilities if the key is lost, stolen, or broken. Keys are never to be loaned out to anyone other than the key holder and no copies made. Upon termination of employment or change in position, keys must be returned to the Public Works Admin team.

- b. **Key and Lock Maintenance:** Any installation, duplication, maintenance, or modification of locks or keys in City facilities must be done within the procedures of the Public Works Facilities and Administrative team.

8. **Building Access Toggle Badges:** Building Toggle badges control building access during off hours, giving the user the ability to unlock the doors for public access.

- a. For after-hours meetings, a toggle badge can be checked out at the front desk. This must be signed out and returned to the front desk when the meeting is over.

- b. For employees who have job duties that make it necessary for them to be issued a Building Toggle badge contact IT for issuance procedures. An acknowledgement form must be signed.

- c. Toggle badges are the responsibility of employees who have checked them out or been issued them. If lost, stolen, or damaged the employee must report to IT immediately. Upon termination the badge must be turned into IT.

9. **Building Safety:**

- a. During normal business hours, employees must immediately report any unsafe condition or suspicious activity to an appropriate supervisor. Outside of normal business hours, please call the Building Maintenance After-Hours number posted on the sign at the alarm pad. Call 911 for immediate or life-safety emergencies.

- b. If an accident or injury occurs in any City facility, an accident form must be completed. For life-safety emergencies immediately call 911. Serious injuries must be reported to your immediate supervisor and/or the Safety Officer immediately. Minor injuries must be reported through an accident form within one week.
- c. Employees who violate safety standards or who cause hazardous or dangerous situations or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.
- d. **Panic Buttons:** Panic/duress buttons are installed at all public customer service desks, as well as in the Council Chambers, Mayor's Office, and throughout the Municipal Court, and are available to be used in threatening situations when it is not feasible to call 9-1-1. When activated, the panic/duress system notifies 9-1-1 dispatch of the alarm and specific location.
 - i. Panic/duress buttons shall be tested by IT monthly, and the results recorded.
 - 1. Any issues revealed during testing should be addressed immediately, and the affected employees should be notified of the issue.
 - ii. Individuals who may be responsible for activating a panic/duress button should be briefed on the specific agency response that will occur and receive training from the City Employee who oversees the panic/duress button system.

10. Rules of Conduct:

Rules may be of three general types: 1) written rules written in this document; and 2) rules which are posted on City property or on the City's website, such rules may be general or specific per building; or 3) rules established through a contract, use agreement or special event permit.

- a. **Posted Rules of Conduct:** In addition to these written rules, the Director or their designee may post rules of conduct at any City property. Failure to comply with a posted rule of conduct may result in the same consequences as failure to comply with a written rule of conduct.
- b. **General Rules of Conduct:** The following are prohibited in any City building or on other City property:
 - i. Any conduct prohibited by federal, state, or local law;
 - 1. Including campaign activities per LMC 2.94.060.

ii. Animals

1. Animals, except working and service animals, are not allowed in public or shared areas of City buildings;
2. Intentionally allowing an animal to be unleashed, to unreasonably disturb others, to interfere with scheduled events or City business, or to leave waste on City property are prohibited;

iii. Weapons or other threatening/harmful items

1. Employees are prohibited from bringing weapons in City buildings per the Policy 790 Workplace Violence and Weapons Prohibition;
2. Open carry of weapons in government buildings during meetings of the governing body is prohibited pursuant to RCW 9.41.305(1)(B). A locked cabinet is available near Council Chambers for storage of weapons in this situation;
3. Possession of flammable liquids, explosives, acid, or any and other article or material capable of causing serious harm to others is prohibited;
4. Possession or use of fireworks, firecrackers or any other explosive or incendiary device is prohibited;
5. Throwing objects at people or City property, discharging a laser-emitting device, hanging, swinging, or climbing on City property not designed for such use (such as playground equipment), are prohibited;
6. Leaving packages, backpacks, luggage, or other personal items unattended in public spaces is prohibited. Any such items are subject to immediate confiscation;

iv. Drugs

1. Smoking, chewing tobacco, vaping, or other tobacco or marijuana use, or carrying a lighted or smoldering pipe, cigar, or cigarette is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that

tobacco smoke does not enter the area through entrances, exits, open windows, or other means;

2. Knowingly possessing or using illegal drugs on or in City property is prohibited per LMC 10.42 and Employee Policy 720 Drug Free Workplace;

v. Improper Actions and behaviors

1. Unreasonably disturbing others by engaging in loud or raucous behaviors is prohibited;
2. Behavior that unreasonably interferes with others' use of the buildings, facilities, or premises is prohibited. This includes abusive or harassing behavior, including obscene language and gestures. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment is prohibited. Any act which could result in substantial risk of harm to persons or property is prohibited;
3. Spitting, expectorating, urinating, or defecating except in restroom facilities is prohibited;

vi. Facilities

1. Blocking entrances, exits, fire exits, ADA accessible areas, public walkways or roadways, or obstructing pedestrian traffic or otherwise interfering with the provision of services or the use of City property is prohibited;
2. Improperly using restrooms (e.g., no bathing, shampooing, washing clothes, sleeping, or eating) is prohibited;
3. Moving City furniture from where it is placed by designated City employees is prohibited;
4. Camping per LMC 10.17 is prohibited;
5. Littering, dumping, or creating unsanitary conditions is prohibited. Dumping in City garbage or recycling receptacles, defacing, destroying, or otherwise vandalizing City property including buildings, fixtures, grounds, signs, or other City property. Tampering, misuse, abuse, or destruction of emergency or security equipment are prohibited;

6. Assisting unauthorized access to buildings (for example propping open exterior doors) is prohibited;
 7. Operating, stopping, or parking a vehicle in any roadway or location restricted for use only by City vehicles is prohibited;
 8. Lying down or sleeping except in recovery rooms or other areas as authorized by the Delegated Responsible Department/Position is prohibited;
 9. Operation of a bicycle, scooter, skateboard, rollerblades, roller skates, or any other wheeled device, inside of buildings or on campus sidewalks and entryways is prohibited. Mobility assistive devices, baby strollers, maintenance equipment, and City-sanctioned use of wheeled devices by City employees for official City business is allowed; and,
 10. Disrupting City business, events, or other City sponsored or authorized activities is prohibited;
- c. The following activities are prohibited unless permitted or otherwise authorized by the Delegated Responsible Department/Position of the building:
- i. Conducting surveys;
 - ii. Providing food or beverages of any kind to the public;
 - iii. Consuming alcohol or possessing an open container of an alcoholic beverage;
 - iv. Product distribution inside City buildings or in adjacent areas;
 - v. Parking except in authorized parking areas and subject to all posted rules;
 - vi. Performing any non-emergency vehicle repairs or cleaning of a vehicle parked on City property; and,
 - vii. Utilizing amplified sound, or noise that is loud enough that it reasonably could be expected to disturb others, except for City approved/sponsored concerts and events that will be managed within the interests of the building tenants, per the Noise Code LMC 10.12;
- d. Rules and Guidance for Office and Employee Areas

i. General guidance:

1. Food or other perishable items should only be disposed of in common lunch room areas, not in private or shared office areas.
2. All modifications to spaces should be requested and completed by Building and Property Staff. A work request ticket should be submitted for completion and approval from the Delegated Responsible Department/Position should be obtained.
3. All hazardous or dangerous items, events, etc. should be reported immediately to Building and Property Staff and, additionally, 911 should be called immediately depending on the severity of the emergency.
4. Set-up, maintenance or moving of furniture and building assets should be performed by, and requested through the Building and Property Services staff.

ii. Personal Office or Cubicle areas

1. It is the responsibility of the Delegated Responsible Department/Position to work with departments to assign positions to office or cubicle areas.
2. Keeping the office or area clean and free of hazards is the responsibility of the Delegated Responsible Department/Position.
3. Personal items that require power supply or City staff installation need approval through the Delegated Responsible Department/Position and Building and Property Staff.
4. Personal items should not be political, illegal, offensive or against any City policy.

iii. Shared or Hotel workstation areas.

1. It is the responsibility of the employee to reserve hoteling space in advance.
2. Shared work areas should be kept clean and free of clutter, hazards, offensive or strong smells. Personal items should not be left in shared spaces. The user

should clean up the shared workspace when they are finished.

3. Noise and distractions should be kept to a minimum with headphones or utilizing other spaces for conversations or meetings when needed.
4. Shared workstations should not be used by those that are not feeling well or are sick. Such employees should not report to work.

iv. Conference Rooms and Shared spaces

1. City staff or elected officials should reserve conference rooms, including council chambers, in advance through the City's Outlook calendar system.
2. If an employee or elected official is hosting an event, meeting, training, etc. with outside groups or the public: The employee or elected official is responsible for ensuring that the room is booked for the entirety of the time that the area will be used, Building and Property staff are notified, and the space is in good condition after use.

e. Information Technology:

- i. The City's information technology systems and the information served by those systems are valuable and vital assets and must remain secure and protected from unauthorized access at all times. Usage of technology resources must comply with the City of Lynnwood Information Security Policy No. 755.

11. EVENTS:

- a. Public events on City property must go through the Special Events Permit process per the LMC Chapter 5.30.
- b. Other events on City property, not covered under the special event permit, should be approved by the Designated Responsible Department/Position. In making the decision to approve, the following factors regarding the proposed event or activity's impact should be considered:
 - i. The safety of employees, members of the public, and the event participants;
 - ii. The ability of the City to conduct City business;

- iii. The ability of members of the public to access City services;
 - 1. General City services;
 - 2. Other City-sponsored events or activities;
 - 3. Other permitted events or activities; and,
 - 4. Public property.

12. **RESPONSIBILITIES:**

- a. **The Delegated Responsible Department/Position** (defined in the City of Lynnwood Operations and Maintenance Plan) is responsible for ensuring that:
 - i. Program needs are met within the procedures laid out herein.
 - ii. City staff have adequate space to perform the necessary tasks related to their position.
 - iii. The Community needs are met in the space available.
 - iv. Future space needs, requests, and ideas are brought to the Citywide Space Work Group.
- b. **The Delegated Responsible department/position** is authorized to issue procedures regarding the implementation of these rules, including but not limited to:
 - i. Developing and approving applications or other forms for the permitting or approval process;
 - ii. Developing special guidelines or procedures regarding permit applications and permit issuance for specific locations; and
 - iii. Developing special guidelines or procedures regarding specific buildings, locations, and portions of buildings.
- c. **Citywide Space work group** consists of two sub-groups that address City space needs. The first is an executive group made up of the Mayor and Directors. The second is a working group made up of a representative from each department and building and is responsible for discussing major changes or needs for City facilities and present solutions or actions to the executive group. The meetings and work of these groups are facilitated by the Facilities Manager in the Public Works Department.

- d. **Executive Department**, led by the Mayor or their delegate, is ultimately responsible for final decisions on building and premises use and needs.
- e. **Building and Property Services** is responsible for the maintenance and operations of all facilities. This includes, but is not limited to, facility event space set up, maintenance of systems and facilities, and parking lot striping, maintenance, etc.
- f. **Leases** are the responsibility of the Mayor or their delegate. Delegated Responsible Department/Position will be identified in the matrix in the Facilities Operations and Maintenance Plan as appropriate.

REFERENCES:

Policy No. 120 Workplace Harassment

Policy No. 150 Identification Badges

Policy No. 755 Technology Resource Use Policy

Policy No. 780 Reporting Improper Governmental Action and Protecting Employees Against Retaliation

Policy No. 790 Workplace Violence and Weapons Prohibition

Policy No. 340 Inclement Weather and Other Emergency Conditions

Policy No. 720 Drug-Free Workplace

Policy No. XXX Information Security Policy placeholder

Lynnwood Municipal Code Chapter 2.94 Code of Ethics