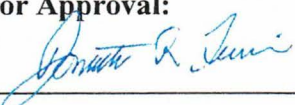


<b>SARASOTA COUNTY GOVERNMENT</b> <b>ADMINISTRATIVE DIRECTIVE No.: 05-010</b>		
<b>Subject:</b> Sarasota County Property Rules		
<b>Effective Date:</b> February 27, 2020	<b>Originally Issued Date:</b> June 10, 2016	<b>Previous Revision Date:</b> January 28, 2020
<b>County Administrator Approval:</b> 		<b>Date Approved:</b> February 27, 2020

#### **AUTHORITY:**

Section 2.10G of the Sarasota County Charter gives the County Administrator authority to develop rules and procedures for the operation of County government.

#### **PURPOSE:**

This policy outlines standard rules for County-owned or managed properties open to the public. The standard rules shall also apply to those properties managed by the County in accordance with any Inter-local Agreement with a municipality to the extent the rules are not in conflict with the terms of those agreements.

#### **OBJECTIVES:**

To promote behavior that supports the mission of Sarasota County Government, the proper use of its facilities by the public, the protection and preservation of County facilities, and the health and safety of visitors and employees at County facilities.

#### **RESPONSIBILITIES:**

1. **General Services Director** shall be responsible for:
  - a. implementing the Rules at County properties with multiple users; and
  - b. coordinating with local law enforcement to enforce the Rules at County properties.
2. **Department Directors** shall be responsible for implementing Rules (and approved supplemental rules) at properties where they are the primary user (i.e. Libraries, Parks, etc.).
3. In accordance with Chapter 705, Florida Statutes, General Services and Facilities Management staff, the Risk Manager, Department Directors, and managers or their designees at any property are designated as Code Enforcement Officers for the purpose of enforcing Rule 3 - vii below.

#### **PROCEDURES:**

1. Rules shall be posted conspicuously, both inside and outside, at all County properties open to the public.
2. Except where an activity is prohibited by law, a verbal warning will be issued to the offender who then has an opportunity to correct their rules violation prior to any enforcement.
  - a. If an individual fails to comply with the Rules after this verbal warning, the offender can be asked to immediately leave the premises.
  - b. If an offender fails to leave the premises immediately after such request, County staff should contact Law Enforcement for assistance.
  - c. County Administration and the associated Department Director shall be notified immediately in all cases where a trespass warning is issued, when the offender refuses to leave the premises, or when Law Enforcement is contacted.

3. Prohibited Conduct:

- a. The following conduct is prohibited on the County-owned and managed properties (excluding public sidewalks and rights-of-way):
  - i. Engaging in any activity prohibited by law.
  - ii. Littering.
  - iii. Activities or behaviors which are likely to result in injury or harm to others, including visitors or employees.
  - iv. Activities or behaviors which are likely to result in damage to County property.
  - v. Tampering with or unauthorized use of interior or exterior building or facility systems or devices, including but not limited to electrical, plumbing, locks, doors, or cameras.
  - vi. Possession of weapons, with the exception of firearms as defined in Chapter 790, Florida Statutes or as allowed by a park rule. Any person found to be in possession of a weapon without the proper state-issued license is subject to expulsion.
  - vii. Unauthorized leaving or storing of personal property with the intention to return and reclaim. All unattended property shall be removed by designated County staff per the guidance listed below.
  - viii. Use of insulting or fighting words which by their very utterance inflict injury or tend to incite an immediate breach of the peace.
  - ix. Disruptive or unsafe behavior, including conduct which intentionally interferes with employees in the performance of their duties or intentionally interferes with the proper use of the county facility by others.
  - x. Being under the influence of any controlled substance or intoxicating liquor or beverage.
  - xi. Possessing, selling, distributing, or consuming any alcoholic beverage, except as allowed by a permit, at an approved event, or allowed by a park rule.
  - xii. Blocking access to the building, including doorways, walkways, ramps, parking access, or steps.
  - xiii. Remaining in a building, or remaining in its attached covered areas, doorways, walkways, ramps, or steps after posted hours of operation or after the conclusion of an "after hours" public meeting. These areas will be delineated as the "Green Zone" or "Safe Zone" on a site map.
4. Except as otherwise stated in the Florida Constitution, meetings of the Sarasota County Commission or any other board, commission, agency, or authority of Sarasota County at which official acts are to be taken, are declared to be public meetings and open to the public.
  - a. Examples of such meetings are meetings of the Sarasota County Board, advisory board meetings, and special magistrate meetings.
5. Additional rules related to the specific functions or use of County-owned or managed properties may be developed by General Services for such areas occupied by multiple County departments or offices of Constitutional Officers and by Directors for properties for which they are the primary user.
  - a. Proposed Rules shall be reviewed by the General Services Director, the Risk Manager, and the Office of the County Attorney.
  - b. Final review and approval of proposed additional Rules shall be the responsibility of the Assistant County Administrator.
  - c. Following approval, all such supplemental Rules shall be clearly posted with or near County Rules.
  - d. Hours of operation and the Contact Center number (941) 861-5000 will also be posted.



6. Unattended Property Procedure:

- a. Once unattended property has been identified by any person on County property, the corresponding Facility Manager (designated as Code Enforcement Officers) will be notified.
  - i. The designated Code or any Law Enforcement Officer will determine if the property is attended or unattended.
  - ii. If the property is unattended and a reasonable, immediate attempt has been made to locate the owner or custodian of the property, the designated Code or Law Enforcement Officer will then determine if the property or elements of the property are lost or abandoned.
  - iii. If, at any time, the designated Code or Law Enforcement Officer believes that the unattended property poses a threat to public safety, call Law Enforcement.
- b. Lost property shall mean all tangible personal property which does not have an identifiable owner and which has been mislaid on public property, upon a public conveyance, on premises used at the time for business purposes, or in parks, places of amusement, public recreation areas, or other places open to the public in a substantially operable, functioning condition or which has an apparent intrinsic value to the rightful owner.
- c. Abandoned property shall mean all tangible personal property that does not have an identifiable owner and that has been disposed on public property in a wrecked, inoperative, or partially dismantled condition or has no apparent intrinsic value to the rightful owner.
- d. Client property shall mean all tangible personal property (excluding motorized vehicles or watercraft and real property) being held for safekeeping for a Sheriff's Homeless Outreach Team program participant.
- e. After the Code or Law Enforcement Officer has categorized the property as lost or abandoned, the Code or Law Enforcement Officer will notify the Contact Center at (941) 861-5000 with their name, contact information, and specific location of the unattended property.
  - i. The Contact Center will then notify General Services/Facilities Operations who will respond and make contact with the reporting Code or Law Enforcement Officer at the unattended property's location.
  - ii. General Services/Facilities Operations is responsible for taking a picture of the property and retaining with the current date and specific location where the property was discovered.
  - iii. General Services/Facilities Operations will then bag and tag the property.
  - iv. The items will then be transported to a County storage area.
  - v. Lost items will be retained for 90 days prior to disposal.
  - vi. Abandoned items will be retained 5 days prior to disposal.
  - vii. Client property will be retained under terms of General Services/Facilities departmental procedures.
- f. Lost or abandoned property can be claimed by calling (941) 861-5000.