

**CAYUGA COUNTY POLICY MANUAL**  
**Section 13**

**Subject:** Conduct on County Property for All County Employees and Members of the Public

**Effective Date:** 5/25/10; Res. 255-10

**Supersedes Policy of:** March 25, 2003

**Policy Title:** Conduct on County Property

**Objective:** To provide an orderly and respectful environment for Cayuga County Employees and for members of the public.

**Policy:** The maintenance of public order on County property is the responsibility of all members of the public and each employee. Employees of the County and visitors to County property should, at all times, conduct themselves in a manner so as to reflect a proper respect for public property and the rights of others. To create and maintain this kind of an environment, it is necessary to regulate conduct on County property. All persons on County property shall conduct themselves in a respectful and orderly manner. Employees of the County are expected to exemplify and reinforce the standards for appropriate behavior.

- A. **Prohibited Conduct:** No employee, person, or member of the public shall, either alone or with others:
- 1) Injure any person or threaten to do so.
  - 2) Damage or destroy County property or the personal property of any other individual.
  - 3) Disrupt the orderly conduct of County employees, programs or other County activities.
  - 4) Distribute or wear materials on County property that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or disruptive to County business.
  - 5) Enter any County property or facility without proper authorization, or remain on County property or in any County building or facility after being asked to leave or after it is normally closed.
  - 6)
  - 7) Obstruct the free movement of any person on County property.
  - 8) Violate the traffic laws, parking regulations or other restrictions on vehicles.
  - 9) Possess, consume, sell, distribute or exchange alcoholic beverages or controlled substances, or be under the influence of either on County property.

- 10) Possess or use firearms or weapons on all County property, including Sterling property, except in the case of law enforcement officers. See Local Law 2 of the year 1995.
- 11) Loiter on or about County property.
- 12) Willfully incite others to commit any of the acts prohibited by this policy.
- 13) Engage in any action which: interferes with entrances to buildings or the normal flow of pedestrian or vehicular traffic; interferes with organized meetings or other assemblies for the purpose of harassment; obstructs the privacy of County employees, or the functioning of County operations.

**B. Penalties:** Persons who violate this code shall be subject to the following penalties:

- 1) Visitors to County property shall have their authorization, if any, to remain on County property withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and law enforcement may be notified.
- 2) Trespassers are individuals with no specific license or invitation to be on County property and shall be subject to immediate ejection and shall be prosecuted to the extent permitted by law.
- 3) County employees shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or pursuant to any applicable procedure in a collective bargaining agreement the employee may possess as a member of a union.
- 4) County employees not protected by Civil Service Law §75 or not a member of a union shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in addition to any other legal rights they may have.
- 5) Any person who commits a criminal act on County property, on areas under County control or against a County employee, shall be prosecuted to the fullest extent permitted by law.

**C. Procedure:**

- 1) If a County employee is the victim of an act prohibited by this policy, he/she should immediately report the incident to his/her supervisor or building security personnel. If a criminal act has or may have occurred, the supervisor should contact law enforcement. An employee, who has been or may have been the victim of a criminal act, may contact law enforcement in addition to reporting the incident to their supervisor.
- 2) Where a member of the public is the victim of an act prohibited by this policy, he/she should immediately report the incident to building security personnel. If building security personnel is not available, the report should be made to a County supervisory employee, or the office of the Clerk of the County Legislature. If a criminal act has or may have occurred, County personnel should contact law enforcement. Members of the public, who have been or may have been the victim of a criminal act, may also report the incident to law enforcement.

- 3) Any County employee who observes an act prohibited by this policy should immediately report the incident to his/her supervisor or building security personnel. If a criminal act has or may have occurred, the supervisor should contact law enforcement.

**(Note: Policy shall be periodically reviewed by the County Administrator and any revisions adopted by the Legislature shall be distributed to all County Departments.)**