



# ADMINISTRATIVE POLICIES

<b>SECTION:</b> 500 – Health, Safety and Security	<b>POLICY#:</b> 502	
<b>TITLE:</b> Exclusion from County Owned Property and from Contacting the County by Telephone	<b>R &amp; O #:</b> 95-47, 12-53, 17-25	
	<b>IMPLEMENTED BY PROCEDURE #:</b> 502 - A	
<b>SPONSORING DEPT/DIV:</b> County Administrative Office		
<b>ADOPTED:</b> 02/28/2017	<b>REVIEWED:</b>	<b>REVISED:</b>

**PURPOSE:** The purpose of this policy is to maintain a safe environment for employees and visitors to County facilities by excluding persons who engage in disruptive conduct from County owned property or making telephonic contact with the County.

**AUTHORITY:**

ORS 164.205

**GENERAL POLICY:** It is the policy of Washington County to provide employees and the visiting public with safe and open access to its facilities and services. However, when persons engage in certain disruptive conduct that may interfere with the ability of staff to provide services or for visitors to conduct their business, those persons may be excluded from further access or contact. The Board of Commissioners has delegated authority to certain persons in charge to exclude disruptive persons from County property or from telephonic contact to ensure the safe and efficient functioning of government affairs.

**POLICY GUIDELINES:**

1. Responsibilities:

- 1.1. The County Administrative Office shall be responsible for developing procedures to implement this policy and for monitoring compliance.
- 1.2. For the purpose of this policy, the person in charge of County owned property and buildings and authorized to forbid persons from calling County telephone numbers is the County Administrator. The County Administrator is authorized to further delegate authority to order the exclusion of persons from County owned property and/or to forbid persons from calling County telephone numbers.

2. Exceptions:  
Exceptions may only be granted by the Washington County Board of Commissioners.
3. Implementation:  
Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments.
4. Periodic Review:  
This policy shall be reviewed by the County Administrative Office at least every three years, or more often if needed, and updated as necessary.