

THE JOHN H. ZURLO CLINTON COUNTY GOVERNMENT CENTER RULES AND REGULATIONS

Effective Date: July 16, 2026

Issued in Accordance with New York State Law and Clinton County Policies

Approved by Resolution #564 – 07/15/26

1. Authority and Purpose

These rules and regulations are issued under the authority of the Clinton County Legislature. The purpose is to provide a secure, orderly and respectful environment for the conduct of County business.

2. Scope and Applicability

These rules apply to:

- Clinton County employees and elected officials
- Judges, attorneys, court staff and law enforcement officers
- Contractors, vendors and service providers
- Members of the public, jurors and litigants

All persons entering Clinton County owned, leased or occupied facilities must adhere to these rules, which are enforced in coordination with the Clinton County Sheriff's Office.

*The third floor is occupied by the Clinton County Court System and all rules and regulations applicable to that area are issued under the authority of the New York State Unified Court System.

3. Access and Entry

- **Public Hours:** Monday–Friday, 8:00 a.m. to 5:00 p.m., excluding state and county holidays. Department operating hours may vary based on service needs and scheduled public meetings. Members of the public are encouraged to contact the appropriate department in advance to confirm office hours and availability.
 - **Restricted Areas:** Access to secure areas is limited to authorized personnel.
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4. Security and Law Enforcement

Prohibited Items:

- Firearms, knives, and other weapons are banned, except for authorized police or peace officers per New York State Criminal Procedure Law. Active and retired law enforcement officers and officers certified under LEOSA are permitted to carry firearms on County property.
 - Electric charging devices, including portable charging stations and charging cords for personal transportation devices, are prohibited inside County buildings unless specifically authorized.
 - Motorized scooters, electric scooters, hoverboards, electric bicycles, bicycles, skateboards and similar personal transportation devices are not permitted inside County buildings.
 - Exceptions may be made for mobility devices deemed necessary as a reasonable accommodation under the Americans with Disabilities Act (ADA). Employees and visitors are expected to store such devices outside of County facilities in designated areas, where applicable.
 - **Emergency Procedures:** Fire and evacuation drills will be scheduled and must be followed. Emergency exits are clearly marked throughout the building.
 - **Security Staff:** Security is managed by the Clinton County Sheriff's Office.
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5. Use of Facilities

- **Government Offices:** Access is limited to posted business hours unless otherwise approved.
 - **Restrooms and Waiting Areas:** Must be used respectfully. Vandalism, loitering, or harassment will be addressed as violations under NY Penal Law § 240.20 which include:
 - Creating loud unusual noise or nuisance;
 - Unreasonably obstructing the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways or parking lots;
 - Impedes or disrupts the performance of official duties by county or state employees; or
 - Prevents the public from obtaining the administrative services provided on the property in a timely manner.
 - Lobby benches and office seating areas are restricted for business within the facility.
 - **Conference and Hearing Rooms:** Require prior reservation through the Clinton County Buildings and Grounds Department.
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6. Maintenance and Cleanliness

- **Reporting Issues:** Maintenance concerns should be reported to the Clinton County Buildings and Grounds Department.
 - **Cleanliness:** All occupants must dispose of trash properly and leave common areas in a clean condition.
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7. Technology and Surveillance

- **Wi-Fi Access:** Public Wi-Fi is available in designated areas, subject to Clinton County's Acceptable Use Policy.
 - **Surveillance:** The building is monitored by security cameras in accordance with New York State privacy and security laws. Footage is subject to Freedom of Information Law (FOIL) and judicial use. FOIL requests can be made through the Clinton County Legislative Office.
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8. Smoking and Substances

- **No Smoking or Vaping:** In compliance with **New York Public Health Law § 1399-o**, smoking is prohibited indoors and within 100 feet of the County building.
 - **Drugs and Alcohol:** Possession or use of illegal substances or alcohol is prohibited. Violations may lead to removal and prosecution.
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9. Photographs for News, Advertising or Commercial Purposes

- **Prohibited:** In compliance with **New York-Article 26 397-A**. Persons entering in or on County property may take photographs and videos of:
 - Building entrances, lobbies, foyers, corridors or auditoriums in public areas. Individual offices that have waiting areas which are contemplated as areas where photos can be taken. Photos and videos are not permitted in areas that the public is not permitted to enter without authorization from the County of Clinton.
- **Posting and Distributing Materials:** All persons entering in or on county property are prohibited from:
 - Posting or affixing materials, such as pamphlets, handbills or flyers on bulletin boards or elsewhere on County property except as authorized.
 - Posting any type of materials (flyers, pamphlets, banners or posters) to exterior or interior doors or walls without prior authorization of the County.
 - Posting lawn signage is not permitted without prior County approval.

10. Parking and Accessibility

- **Public Parking:** Available in designated areas. Do not block emergency lanes or marked staff areas.
- **Jury and ADA Parking:** Reserved spots are available. Proper permits must be displayed.
- **Deliveries and Law Enforcement Vehicles:** Must use designated service or sally port entrances and follow posted signage.

11. Dogs and other Animals

- No person may bring dogs or other animals on County property for other than official purposes. Dogs and other animals that are certified for service to disabled person(s) are allowed.

12. Protest

Constitutional rights of individuals to engage in lawful free speech and peaceful assembly with the County's obligation to maintain safe, secure and uninterrupted government operations within County-owned facilities and property.

The County recognizes that peaceful demonstrations and expressive activities are protected under the First Amendment to the United States Constitution. The County may impose reasonable, content-neutral "time, place and manner" restrictions to ensure public safety, building access and continuity of governmental business.

A. Protected Activities

Individuals and groups may engage in lawful expressive activities including:

- Peaceful demonstrations
- Picketing
- Distribution of literature (cannot be posted internal or externally on County property)
- Petition circulation
- Holding signs or banners
- Public speech or assembly

B. Permitted Locations

First Amendment activities may occur in traditional public forum areas including:

- Public sidewalks
- Exterior Government Center courtyard grounds designated for public gatherings

Activities are prohibited:

- Inside County office buildings unless specifically authorized or within 75 feet of a County entrance

- In secure or restricted access areas
- In areas that obstruct ingress or egress
- In parking lots, driveways, loading areas or emergency access routes
- In locations that interfere with County operations or public services

The County reserves the right to designate specific exterior areas for demonstrations to preserve safety and public access.

C. Permit Requirements

A permit may be required for activities involving:

- Large, organized gatherings
- Street or sidewalk closures
- Amplified sound
- Temporary stages, tables or structures
- Events expected to significantly impact public access or safety

Permit decisions shall be based solely on public safety, space availability, and operational concerns and not on the content of speech. Permit application forms can be requested in the County Legislative Office.

D. Enforcement

Individuals violating these regulations may be directed to cease prohibited conduct or leave County property. Failure to comply may result in:

- Removal from County property
- Revocation of permits or event authorization
- Issuance of citations or arrest where authorized by law

Enforcement shall be conducted in a viewpoint-neutral manner consistent with constitutional protections.

13. Violations and Enforcement

- **Enforcement Agencies:** The Clinton County Sheriff's Office, New York State Court Officers, and County Facilities personnel are authorized to enforce these rules.
 - **Consequences:** Violations may result in removal, citations, arrest, or contempt proceedings, per County Law § 215 and Judiciary Law § 2-b(3).
 - **Complaints or Appeals:** May be submitted in writing to the Clinton County Administrator, as applicable.
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Approved by: Clinton County Legislature, Resolution # _____