

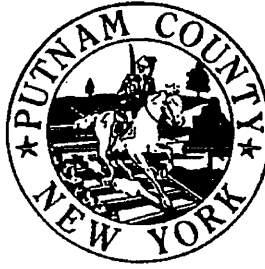
THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1
William Gouldman Dist. 2
Toni E. Addonizio Dist. 3
Ginny Nacerino Dist. 4
Greg E. Ellner Dist. 5
Paul E. Jonke Dist. 6
Joseph Castellano Dist. 7
Amy E. Sayegh Dist. 8
Erin L. Crowley Dist. 9

AGENDA

PERSONNEL COMMITTEE MEETING

TO BE HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING

CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

6:30PM

June 13, 2023

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – May 9, 2023**
- 4. Approval/ Confirmation Appointment of Michael J. Lewis - Commissioner of Finance/
County Executive Kevin Byrne**
- 5. Approval/ Confirmation Appointment of Patricia McLoughlin – Director of Real Property
Tax Service/ County Executive Kevin Byrne**
- 6. Approval/ Putnam County Service Animals Policy/ Personnel Officer Paul Eldridge**
- 7. Approval/ Putnam County Public Facility Access/ Personnel Officer Paul Eldridge**
- 8. FYI/ Accident Report**
- 9. FYI/ Incident Report**
- 10. Other Business**
- 11. Adjournment**

#3

**PERSONNEL COMMITTEE MEETING
40 Gleneida Avenue Room #318
Carmel, NY 10512**

Committee Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

May 9, 2023

(Immediately Following the Health Meeting @ 6:30p.m.)

The meeting was called to order at 7:30PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

Item #3 - Acceptance/Personnel Committee Meeting Minutes – March 27th & April 13, 2023

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Fund Transfer 23T113/ Reclassification – Health Department/ Personnel Officer Paul Eldridge

Chairman Jonke invited Senior Fiscal Manager of the Health Department Bill Orr to speak to this request.

Senior Fiscal Manager of the Health Department Bill Orr stated a position that was vacant since June 2022, Grade 7 Office Assistant II Spanish Speaking (SS) was changed in the 2023 budget to a Public Health Programs Assistant Trainee Grade 9. He explained since that time the Personnel Department continued to gather data related to this position. He stated based on the data and the CSEA Contract the correct Grade is 12. He stated a Putnam County Health Education employee applied for the Public Health Programs Assistant Trainee Grade 12 position and was deemed qualified by the Personnel Department and was offered the job. He stated that will leave a vacancy in the Health Education Department. He stated said position is a Grade 7 Office Assistant (SS). He stated they are requesting that the Grade 7 Office Assistant (SS) position be reclassified to a Public Health Programs Assistant Trainee, at a salary of \$50,010.

Chairman Jonke questioned when will the positions be filled.

Senior Fiscal Manager of the Health Department Bill Orr stated as soon as possible.

Chairman Jonke questioned the salary difference between a Grade 7 and Grade 12.

Senior Fiscal Manager of the Health Department Bill Orr stated approximately \$6,000-\$7,000. He explained they are making moves within the department so there will be a zero fiscal impact for 2023.

He stated there has been savings in the Health Department as a result of the vacant position since June 2022 in the amount of approximately \$25,000- \$35,000.

Legislator Nacerino stated for clarification this position was budgeted for in the 2023 budget and this request is to address a differential that is being adjusted.

Chairman Jonke stated that is correct and the differential is being covered, this year, by unspent funds.

Chairman Jonke made a motion to Approve/ Fund Transfer 23T113/ Reclassification – Health Department; Seconded by Legislator Nacerino. All in favor.

Item #5 - Approval/ New Policy – Nursing Mothers/ Personnel Officer Paul Eldridge & Senior Personnel Specialist Patricia Rau

Chairman Jonke stated Personnel Officer Paul Eldridge contacted him and explained he had a conflict on his schedule with this meeting. He stated Personnel Officer Paul Eldridge is a guest speaker at a conference. He stated Personnel Officer Paul Eldridge did give him an overview of this policy. He stated that employers must provide reasonable breaktime and have space(s) available for Nursing Mothers. He stated he would like to have a discussion, move it forward, and if there are any unanswered questions, he will request Personnel Officer Eldridge address them before consideration of this item at the June Full Meeting.

Legislator Nacerino stated she is in full support of this and spoke to her support of this proposal.

Legislator Sayegh stated she too is in full support of this. She spoke to her own personal awareness of the lack of having such a policy in the workplace, back in the 1990s.

Chairman Jonke made a motion to Approve/ New Policy – Nursing Mothers; Seconded by Legislator Nacerino. All in favor.

Item #6 - FYI/ Accident Report – Duly Noted

Item #7 - FYI/ Incident Report – Duly Noted

Item #8 - Other Business- None

Item #9 - Adjournment

There being no further business at 7:39 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

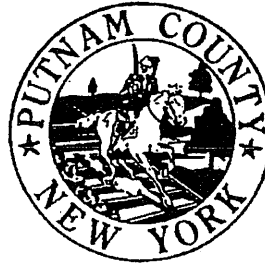
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AGENDA

PERSONNEL COMMITTEE MEETING

TO BE HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING

CARMEL, NEW YORK 10512

Members: Chairman Jonke, Legislators Castellano & Nacerino

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- 5. Approval/ New Policy – Nursing Mothers/ Personnel Officer Paul Eldridge & Senior Personnel Specialist Patricia Rau**
- 6. FYI/ Accident Report**
- 7. FYI/ Incident Report**
- 8. Other Business**
- 9. Adjournment**



cc: all
Pers
6.13.23

Approved
#4

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

June 1, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

June 1
2023 ~~June 2~~ PM 4:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

It is my privilege to appoint Mr. Michael J. Lewis as Interim Commissioner of Finance effective June 3, 2023, and in accordance with Article 4, Section 4.01 of the Putnam County Charter shall be named Commissioner of Finance following a majority confirmation by the legislature. Attached herewith is a copy of Mr. Lewis' resume. I recommend that his salary be set at \$153,740. Not only is this offer within the 2023 budgeted amount for the position, it represents a 4% savings of \$6,656. It should also be noted that this salary is an increase from Mr. Lewis' previous role.

Mr. Lewis has been Chief Deputy Commissioner of Finance since November 8, 2021. He has performed with distinction and his record clearly demonstrates a willingness to serve the people of Putnam County, the employees of Putnam County and our County Government by applying his expertise and experience. Pursuant to the Putnam County Charter, the Commissioner of Finance shall serve on a full-time basis and shall not engage in any private practice nor be employed in their field of expertise with the County by any private or other governmental entity.

I wholeheartedly recommend confirmation of Mr. Lewis' appointment by the Putnam County Legislature.

Thank you for your prompt consideration of Mr. Lewis' appointment.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin M. Byrne", written over a circular stamp or seal.

Kevin M. Byrne
County Executive

CC: Michael Bartolotti, County Clerk
Paul Eldridge, Personnel Officer

Rec'd 6/2/23 from Personnel

cc: all
Pers.

**APPROVAL/CONFIRMATION/APPOINTMENT/INTERIM COMMISSIONER OF
FINANCE**

WHEREAS, County Executive Kevin M. Byrne has appointed Michael J. Lewis as Interim Commissioner of Finance, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and

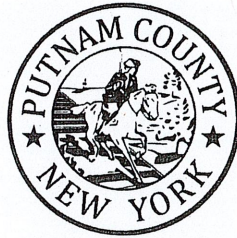
WHEREAS, Michael J. Lewis possesses the requisite knowledge, experience, and qualifications to serve as the Interim Commissioner of Finance for the County of Putnam; and

WHEREAS, the Personnel Committee of the Putnam County Legislature considered and approved this appointment; now therefore be it

RESOLVED, that the Legislature hereby confirms the appointment of Michael J. Lewis as the Interim Commissioner of Finance for the County of Putnam, pursuant to Article 4, Section 4.01 of the Putnam County Charter; and be it further

RESOLVED, that Michael J. Lewis shall serve at the pleasure of the County Executive in accordance with the terms of Section 4.01 of the Putnam County charter; and be it further

RESOLVED, that this appointment shall comply with the requirements to file an Oath of Office pursuant to the New York State Public Officers Law.



*social
Pers.
6.13.2023*

*APPROVED
#5*

2023 JUN -6 PM 3:42
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

June 5, 2023

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

Dear Ms. Schonfeld,

Please be advised that Ms. Lisa Johnson will be retiring as Director of Real Property Tax Services effective June 10, 2023. We thank Lisa for her many years of dedicated service to Putnam County as our Director.

It is my privilege to appoint Ms. Patricia McLoughlin as our new Director of Real Property Tax Services, effective June 12, 2023. The appointment is pursuant to Article 4 Section 4.03 of the Putnam County charter. Attached please find Ms. McLoughlin's resumé with attachment. I recommend that her salary be set at \$104,000.

I've also attached a letter dated May 17, 2023, from Mr. David V. Ange, Real Property Service Administrator 2 in the NYS Office of Real Property Tax Services, advising that Ms. McLoughlin meets the minimum qualification standards for County Director as set forth in section 20 NYCRR 8188-4.3 of the rules for real property tax administration.

The Director of Real Property Tax Services is a term appointed position of 6 years. The term is set in Real Property Tax Law, Section 1530.1 The current term time frame began on October 1, 2019, and expires on October 1, 2025. Ms. McLoughlin is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full six-year term.

I wholeheartedly recommend confirmation of Ms. McLoughlin's appointment by the Putnam County Legislature.

Thank you for your prompt consideration of Ms. McLoughlin's appointment.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Kevin M. Byrne".

Kevin M. Byrne
County Executive

Attachments

Cc: Ms. Patricia McLoughlin
Honorable Michael Bartolotti, County Clerk
Paul Eldridge, Personnel Officer



**Department of
Taxation and Finance**

**OFFICE OF REAL PROPERTY
TAX SERVICES**

KRISTIN DENCE

Deputy Commissioner of Processing
and Taxpayer Services

RACHEL INGALSBE

Interim Director of
Real Property Tax Services

May 17, 2023

Paul Eldridge, Personnel Officer
Putnam County Department of Personnel
110 Old Route Six, Building Three
Carmel, NY 10512

Dear Mr. Eldridge:

As you requested, I have reviewed the application for the position of County Director of Real Property Tax Services in Putnam County. Based on the information submitted, I have determined that Patricia McLoughlin meets the minimum qualification standards for County Director as set forth in section 20 NYCRR 8188- 4.3 of the rules for real property tax administration.

I hope this review has been helpful. Please call me if I can provide additional assistance.

Sincerely,

A handwritten signature in black ink that reads "David Ange".

David V. Ange

cc: Patricia McLoughlin
Stephen Hartnett, ORPTS

Rec'd reso from Personnel 6/8/23

Whereas, County Executive Kevin M. Byrne has appointed Patricia McLoughlin as Director of Real Property Tax Services, effective June 12, 2023, pursuant to Article 4, Section 4.03 of the Putnam County Charter; and

Whereas, Paul Eldridge, Personnel Officer, was advised by the NYS Department of Tax and Finance, Office of Real Property Tax Services in a letter dated May 17, 2023, that Patricia McLoughlin meets the minimum qualification standard for County Director as set forth in section 20 NYCRR 8188-4.3 of the rules for real property tax administration; and

Whereas, the Director of Real Property Tax Services is a term appointed position of 6 years as provided for in NYS Real Property Tax law; and

Whereas the current term time frame began on October 1, 2019, and expires on October 1, 2025; and

Whereas Ms. McLoughlin is being appointed to serve the remainder of the current term's time frame, after which, she would be eligible for a full six-year term; and

Whereas, the Personnel Committee of the Putnam County Legislature considered and recommends approval of this appointment, now therefore be it

Resolved, that the Legislature hereby confirms the appointment of Patricia McLoughlin as Director of Real Property Tax Services for Putnam County pursuant to Article 4, Section 4.03 of the Putnam County Charter; and be it further

Resolved that Patricia McLoughlin shall serve the remainder of the current term time frame as stated above; and be it further

Resolved, that this appointment shall comply with the requirements to file an Oath of Office pursuant to New York State law.

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

cc: all
Pers
6-13-23 Reso

Approved
#6

MEMORANDUM

June 6, 2023

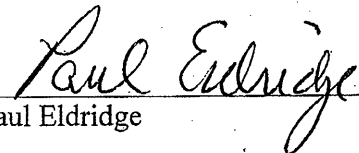
TO: Diane Schonfeld, Legislative Clerk
FROM: Paul Eldridge, Personnel Officer
SUBJECT: New Policies- Service Animals and Public Facility Access

The Personnel Department is seeking approval for two County-wide employee policies: Service Animals and Public Facility Access.

There have previously been questions regarding these two topics, which are addressed by these policies.

Patricia Rau, the primary author of these policies, will be at the meeting should there be any questions.

Thank you for your time and consideration.


Paul Eldridge

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

attachments:
Proposed Service Animal Policy
Proposed Public Facility Access Policy
Corresponding resolution language

2023 JUN - 6 PM 4: 29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

SERVICE ANIMALS

WHEREAS, under the Americans with Disabilities Act, businesses and facilities that serve the public may not discriminate against individuals with disabilities and must permit a service animal in all areas of the facility where customers are allowed or the public is invited;

WHEREAS no individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access.

WHEREAS Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA's definition of service animal. This shall not apply to law enforcement animals or animals that are property of Putnam County; now therefore be it

RESOLVED, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam: All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls; and be it further

RESOLVED that the service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler; and be it further

RESOLVED in the event it is not obvious what service the service animal provides, pursuant to the Americans with Disabilities Act very limited inquiry is permitted before granting access; and be it further

RESOLVED a person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy; and be it further

RESOLVED that allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals; and be it further

RESOLVED that establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot

isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals; and be it further

RESOLVED that County employees are not required to provide care or food for a service animal and should not pet, feed, distract or interact with a service animal, that is not their own, in any way; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

**Putnam County
Service Animal Policy**

PURPOSE:

Putnam County is committed to providing equal access to County services and facilities for people with disabilities who utilize service animals in accordance with the Americans with Disabilities Act (ADA). This Policy and Procedure is to provide guidance to department heads and security personnel as to rights of access for bonafide service animals in accordance with U.S. and New York State law and regulations, and for the safety of staff and other occupants of Putnam County buildings and property. This policy shall apply to all individuals seeking access to Putnam County properties, including Putnam County employees, contractors, interns, and vendors.

PROCEDURE:

1. The ADA defines a service animal as any dog (or in certain circumstances a miniature horse) that is individually trained to do or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or any other mental disability. For purposes of this Policy and Procedure, only dogs will be discussed. If a miniature horse or other animal is purported to be a “service animal,” a request for guidance shall immediately be made to the Law Department.
2. “**Service animals**” are separate and distinct from “**emotional support animals.**” Service animals are protected by the ADA and relevant NY statutes and are permitted in County buildings. “**Emotional support animals**” are not considered service animals and as such are not applicable to Putnam County at this time.
3. **Service animals** are not pets, but under the ADA, regardless of whether they have been licensed or certified by a state or local government, or other entity, these animals are trained to aid a person with disabilities in specific tasks.
 - a. The following are examples of, but are not exclusive, of, these tasks:
 - i. Assisting with navigation, stability or balance
 - ii. Alerting to sounds
 - iii. Pulling wheelchairs
 - iv. Carrying items
 - v. Seizure assistance
 - vi. Interrupting impulsive or destructive behaviors
4. No individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access.
5. Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA’s definition of service animal. This shall not apply to law enforcement animals or animals that are property of Putnam County.
6. All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s

disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls.

7. The service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.
8. In the event it is not obvious what service the service animal provides, VERY limited inquiry is permitted before granting access.

Staff may ask,

- **Is the service dog required because of a disability? However, you cannot ask what that disability is.**
- **What work task is the dog trained to perform?**

Staff cannot:

- **Ask about the person's disability,**
- **Require medical documentation,**
- **Require a special identification card or training documentation for the dog, or**
- **Ask that the dog demonstrate its ability to perform the work or task.**

9. A person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy.
10. Allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals. For example, if another person claims to be allergic to dog dander and the person who uses a service animal must spend time in the same room or facility, such as a classroom, waiting area, or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. Every effort at reasonable accommodation must be made.
11. Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals.
12. County employees are not required to provide care or food for a service animal.
13. County employees should not pet, feed, distract or interact with a service animal, that is not their own, in any way.

14. Use of Emotional Support Animals are not authorized in any Putnam County facility at this time.

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

cc: all
Pers. 6/13/23
Res.

Approved
#7

MEMORANDUM

June 6, 2023

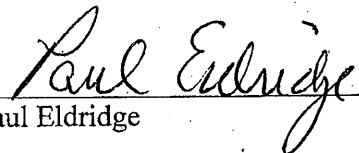
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There have previously been questions regarding these two topics, which are addressed by these policies.

Patricia Rau, the primary author of these policies, will be at the meeting should there be any questions.

Thank you for your time and consideration.


Paul Eldridge

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

attachments:
Proposed Service Animal Policy
Proposed Public Facility Access Policy
Corresponding resolution language

2023 JUN -6 PM 4: 29
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

PUBLIC FACILITY ACCESS

WHEREAS, Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution,

now therefore be it

RESOLVED, that subject to any applicable agreement by and with the respective collective bargaining agents of the various employee units of the County of Putnam: Putnam County shall establish and adopt a Public Facility Access Policy; and be it further

RESOLVED that this policy shall define and establish different levels of Public Facility access areas; and be it further

RESOLVED that each department shall establish area designations based on the definitions within this policy; and be it further

RESOLVED that each level of Public Facility Access shall allow differing levels of recording; and be it further

RESOLVED that in all areas, employees shall make every reasonable effort to safeguard private and/or confidential information; and be it further

RESOLVED that employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior; and be it further

RESOLVED that any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called; and be it further

RESOLVED, that this Resolution shall take effect immediately and shall be subject to renewal or continuation by Resolution; and be it further

RESOLVED, that the Personnel Officer and the various County Department Heads are hereby directed to undertake such administrative acts and tasks as are necessary and proper such as the creation of policies and/or procedures to carry out the intention of this resolution.

PUBLIC FACILITY ACCESS POLICY

PURPOSE

Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution, by implementing policies and procedures that protect the safety and personal privacy of the County's employees and the general public who do business with or use the services of the County. This policy is intended to define those areas of County Property that are accessible to and observable or recordable by the general public from those that are not.

DEFINITIONS

Traditional Public Access Area - a place that has a long-standing tradition of being used for, is historically associated with, or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly. (Examples: streets, sidewalks).

Designated Public Access Area – Spaces not traditionally regarded as a public access area but which the government has intentionally opened up for that purpose. The space is not generally open to or occupied by the public; is open to or occupied by the public on only a limited, as-needed, or by invitation basis; or is in an area generally open to or occupied by the public in close proximity to where private third parties conduct business with County employees. (Examples: council rooms, conference rooms, entrance/lobby of departments).

Non-public Access Area – a space that is not traditionally a location for public communication. (Examples: private work areas - personal offices, workstations, courtrooms, secure locations, public safety vehicle entrance bays/parking areas, etc.)

Recording- The use of a recording device, such as a cell phone, video camera, camera, or any other device that captures video or picture, to record or memorialize the building and or people, including private citizens and employees in a space in accordance with this policy.

POLICY

Each department shall establish area designations based on the definitions within this policy.

Traditional Public access areas shall allow photography and/or recording.

Designated Public Access areas shall allow photography and/or recording during business hours while open to the public so long as it is not disruptive to government business, creates no safety concerns, and does not violate any legally protected privacy rights.

Non-public access areas shall only allow photography and/or recording for purpose(s) related to County business, conducted by County employees, or permitted vendors.

Designated Public Access Areas must be clearly indicated by doors, physical barriers, building design features, signage, reception desks, ropes, fencing, or other visible indications. Non-public

access areas must be clearly signed as restricted space. Departments shall use the approved signage for each individual space.

In all areas, employees shall make every reasonable effort to safeguard private and/or confidential information. Examples of protecting private information of citizens include, but are not limited to, private screening rooms for protected interviews, removing confidential/private documents from desks that are publicly viewable, turning computer screens away from public view, etc.

Employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior. Any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called.

This policy shall not be interpreted to supersede any existing policy within the Putnam County Supreme and County Court.

EMPLOYEES ONLY

**NO PHOTOGRAPHY OR
RECORDING BEYOND
THIS POINT**

THANK YOU

**NO ADMITTANCE
WITHOUT OFFICIAL
BUSINESS**

THANK YOU

Personnel Committee Mtg.
June 13, 2023
#8

FYI/Accident Report

Personnel Committee Mtg.
June 13, 2023
#9

FYI/ Incident Report