

Dane County Court Security and Facilities Committee

September 26, 2014

Solicitation and Distribution in the Dane County Courthouse

The Court Security & Facilities Committee recognizes and commends state and county Courthouse employees who become involved in charitable causes, including their involvement in fundraising events conducted on behalf of nonprofit and/or for profit organizations. Equally, the Court Security & Facilities Committee recognizes employees may undertake approved outside employment that involves sales of products or services for personal profit.

However, the Committee also recognizes that it is important to provide all employees a work environment that is free from interruptions, distractions, and unwanted appeals for money or other requests for financial support for these organizations. Therefore, this policy sets forth rules governing solicitation, the distribution of literature, and the conduct of for-profit enterprises, by employees and non-employees in the Dane County Courthouse.

Permitted Activities

Employees may solicit coworkers for the sale of, and deliver goods for, non-work related matters during non-work time (lunch and breaks) and in authorized areas of the Courthouse provided the activity does not interfere with business operations or harass other employees and is approved by the employee's supervisor. Employees may distribute printed literature only in authorized areas. Work email is not to be used for personal enterprises unless specifically approved by the employee's supervisor. Authorized areas include breakrooms, mailrooms, public and staff elevators (when approved), assembly room (when approved) and other general, shared spaces approved by the supervisor of that area. Use of the assembly room and all postings in the public elevators must be approved by the Presiding/Chief Judge or his/her designee.

Outside non-profit entities must request permission from the Committee and Presiding/Chief Judge or his/her designee to make solicitations or distribute information in the court-related areas of the Courthouse.

Non-permitted Activities

No outside commercial enterprises shall be authorized to conduct for-profit business in the Courthouse, excluding the practice of law, court interpretation, media enterprises when covering court proceedings and management of the cafeteria, without the express permission of the Committee and Presiding/Chief Judge or his/her designee. This does not apply to contractors or consultants hired by the state or county to perform services for the employees or departments located in the Courthouse.

Employees shall not solicit funds or contributions or distribute informational materials, except that generated by the employee's department, to members of the public in the Courthouse or on Courthouse property.