

CHAPTER 48: CITY HALL INTERNAL OPERATING REGULATIONS

48-101	Title
48-102	Police Enforcement
48-103	Inspection of Items
48-104	Hours of Operation
48-105	Damage or Destruction of City Hall
48-106	Official Signs
48-107	Disorderly Conduct
48-108	Influence of Alcohol and Drugs
48-109	Animals
48-110	Soliciting or Distributing Materials
48-111	Weapons
48-112	Cell Phones and Beepers
48-113	Law Enforcement Officers
48-114	Enforcement and Penalty
48-115	Remedies Not Exclusive

48-101 Title

The following Ordinance is adopted and shall apply to the operation of the City of Lawrenceville City Hall (hereinafter referred to as “City Hall”), which is located at 70 South Clayton Street, City of Lawrenceville, Gwinnett County, Georgia. The provisions of these regulations shall apply to all persons and personnel entering the City Hall. The guidelines of this operating procedure shall apply to all employees, agencies and departments operating in the City Hall.

The Mayor and City Council have determined that is in the best interest of the health, safety and welfare of the citizens of Lawrenceville to maintain regulations to promote efficient and orderly use of the citizens’ City Hall complex and to provide for the health and welfare of citizens and others who visit the premises of the City Hall. The Mayor and Council further have determined that the adoption of this Ordinance is critical to the health, safety and welfare of the citizens of Lawrenceville, businesses operating within the City and visitors to the premises of this complex.

48-102 Police Enforcement

The City of Lawrenceville Police Department shall be the chief security force for the City Hall, including but not limited to the Court operations.

48-103 Inspection of Items

Packages, briefcases, and any other containers brought into or being removed from City Hall shall be subject to inspection by the Police. By entering into the City Hall premises, the parties are waiving their right to have their person inspected in order to maintain absolute security and safety of the premises.

48-104 Hours of Operations

The City Hall shall be open to the public during normal business hours. The normal business hours of the City are 8:00 a.m. to 5:00 p.m., Monday through Friday, or as otherwise designated by the Chief Judge of the City of Lawrenceville Municipal Court or the Clerk of the City of Lawrenceville. City Hall shall also be closed on holidays which have been designated by the Mayor and Council of the City of Lawrenceville. The City Hall may be closed to the public during normal business hours when situations require this action to insure the safety of judges, judicial staff, judicial support agencies, City personnel, the City Attorney or the orderly the conduct of business. The decision to close City Hall during normal business hours shall be made by the City Clerk in consultation with the Mayor and Council. The City Hall shall be closed to the public at all other times.

48-105 Damage or Destruction of City Hall

The willful destruction of or damage to the City Hall or its contents, the creation of any hazards to persons within the City Hall and the throwing of articles of any kind within the City Hall or from any level of the City Hall is prohibited.

48-106 Official Signs

Persons entering the City Hall shall at all times comply with the official signs of a prohibitory, regulatory or directory nature and with the instructions and directives of the Police and any other designated employees of the City. A sign shall be posted at the entrance indicating that this Ordinance has been adopted by the City and that copies are available for review of this Ordinance in the office of the Clerk of the City of Lawrenceville.

48-107 Disorderly Conduct

Any unwarranted loitering, disorderly conduct or other conduct in the City Hall which creates loud or unusual noise or nuisance, unreasonably obstructs the usual entrances, foyers, lobbies, corridors, offices, restrooms, elevators, stairways, or courtrooms; or otherwise impedes or disrupts the performance of official duties of the Mayor and Council, court personnel, City

personnel or prevents the general public from obtaining the services provided in the City Hall in a safe and timely manner is prohibited.

48-108 Influence of Alcohol and Drugs

No person shall enter or remain in the City Hall while under the influence of alcoholic beverages or drugs. This prohibition shall not apply in cases where a drug has been prescribed by a licensed physician.

48-109 Animals

Dogs and other animals shall not be brought into the City Hall for any purpose. The only exceptions to this provision are animals used as seeing eye dogs or guide dogs for the blind and animals brought into the City by City employees acting in their official capacity.

48-110 Soliciting or Distributing Materials

Posting, fixing or distribution materials, such as pamphlets, handbills, or flyers and the posting or affixing of said items on bulletin boards or elsewhere within the City Hall is prohibited except as authorized in writing by the Clerk of the City of Lawrenceville.

48-111 Weapons

No unauthorized person shall enter, or while in the City Hall, carry or possess firearms or dangerous weapons, knives, explosives or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed.

48-112 Cell Phones and Beepers

All cell phones and beepers shall be turned off in areas designated within the City Hall. In addition, all cell phones and beepers shall be turned off in courtrooms, court processing areas and the chambers of the Mayor and Council.

48-113 Law Enforcement Officers

Law enforcement officers or other public officials who are required to carry firearms in performance of their duties shall observe the following when carrying firearms in the City Hall:

(a) No person shall carry a firearm into any courtroom without first obtaining permission from the judge presiding, except officers assigned to provide security for the courtroom.

(b) Persons authorized to bring firearms into the City Hall shall be in uniform or, if permitted to wear civilian clothes, must display, in clear view of the public, their official badge or their agency's official identification card.

(c) Employees of private security agencies are prohibited from bringing firearms into the City Hall.

48-114 Enforcement and Penalty

The Police Chief shall be primarily responsible for enforcement of these regulations, along with such parties as he shall designate. Any person refusing to comply with the provisions of these regulations shall be removed from the City Hall or detained and brought before the judge of the municipal court for disposition of an appropriate citation. Violations of these regulations shall be punishable by a finding of contempt, if appropriate, or shall be punishable by fines not to exceed \$1,000.00 per offense or shall be punishable by imprisonment of not more than one hundred eighty (180) days. In the enforcement of the punishment set forth in this provision, the municipal court is authorized to use any combination of fines, citations and imprisonment within the guidelines set forth above. In the enforcement of punishment set forth in this provision, the municipal court is authorized to use any combination of fines, citations, restitution and imprisonment within the guidelines set forth above.

48-115 Remedies Not Exclusive

Notwithstanding anything contained in this regulation, the provisions of these regulations are not intended to amend, appeal or abrogate in any way any other state, county, or local laws, rules or regulations applicable to City Hall.