

**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.