

CHIPPEWA COUNTY
FACILITIES & PARKS COMMITTEE
REGULAR MEETING
SEPTEMBER 28, 2022
CHIPPEWA COUNTY COURTHOUSE, RM 302
10:00 AM

1. CALL TO ORDER

2. ROLL CALL

Others present: Randy Scholz

Attendee Name	Organization	Title	Status	Arrived
Harold Steele	Chippewa County	District 2 (Chair)	Present	
David Eisenhuth	Chippewa County	District 15 (Vice-Chair)	Present	
Matthew Peterson	Chippewa County	District 10	Present	
Caden Berg	Chippewa County	District 13	Excused	
Dean Mueller	Chippewa County	District 20	Present	

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

There were no members of the Public wishing to be heard.

4. CONSENT AGENDA

Motion by Supervisor Eisenhuth on the floor to move the November meeting to November 16th at 2:30 PM.
Seconded by Supervisor Mueller. Unanimous vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matthew Peterson, District 10
SECONDER:	Dean Mueller, District 20
AYES:	Steele, Eisenhuth, Peterson, Mueller
EXCUSED:	Berg

1. Approve the Agenda

2. Approve the Minutes

Facilities & Parks Committee - Regular Meeting - Jul 27, 2022 10:00 AM

3. Schedule next meeting date - November 16, 2022 2:30 PM

5. REPORTS

- Capital Improvement Projects Update - Larry Ritzinger
Director Ritzinger updated the Committee on the Capital Projects.
- Update on the Firearms Range Closure - Randy Scholz & Larry Ritzinger
Administrator Scholz updated the Committee on the status of the range closure.

Facilities & Parks Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

September 28, 2022
10:00 AM

6. BUSINESS ITEMS

1. Facility Use Policy Revisions - Larry Ritzinger
Motion to approve and forward to the County Board.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 10/11/2022 6:00 PM
MOVER:	David Eisenhuth, District 15 (Vice-Chair)	
SECONDER:	Matthew Peterson, District 10	
AYES:	Steele, Eisenhuth, Peterson, Mueller	
EXCUSED:	Berg	

2. Resolution to Rescind the Firearms Range Use Policy - Larry Ritzinger
Motion to approve and forward to the County Board.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 10/11/2022 6:00 PM
MOVER:	Matthew Peterson, District 10	
SECONDER:	Dean Mueller, District 20	
AYES:	Steele, Eisenhuth, Peterson, Mueller	
EXCUSED:	Berg	

3. New HIPPA Policy - Facility Access and Physical Security Policy - Larry Ritzinger
Motion to approve and forward to the County Board.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 10/11/2022 6:00 PM
MOVER:	Dean Mueller, District 20	
SECONDER:	Matthew Peterson, District 10	
AYES:	Steele, Eisenhuth, Peterson, Mueller	
EXCUSED:	Berg	

4. New HIPPA Policy - Key Issuance and Request Policy - Larry Ritzinger
Motion to approve and forward to the County Board.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 10/11/2022 6:00 PM
MOVER:	David Eisenhuth, District 15 (Vice-Chair)	
SECONDER:	Matthew Peterson, District 10	
AYES:	Steele, Eisenhuth, Peterson, Mueller	
EXCUSED:	Berg	

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

8. ADJOURN

The meeting was adjourned at 10:45 AM.

Facilities & Parks Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

September 28, 2022
10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dean Mueller, District 20
SECONDER:	David Eisenhuth, District 15 (Vice-Chair)
AYES:	Steele, Eisenhuth, Peterson, Mueller
EXCUSED:	Berg

CHIPPEWA COUNTY
FACILITIES & PARKS COMMITTEE
REGULAR MEETING
JULY 27, 2022
CHIPPEWA COUNTY COURTHOUSE, RM 302
10:00 AM

1. CALL TO ORDER

This meeting was called to order at 10:00 am

2. ROLL CALL

Others Present: Administrator Randy Scholz

Attendee Name	Organization	Title	Status	Arrived
Harold Steele	Chippewa County	District 2 (Chair)	Present	
David Eisenhuth	Chippewa County	District 15 (Vice-Chair)	Present	
Matthew Peterson	Chippewa County	District 10	Present	
Caden Berg	Chippewa County	District 13	Present	
Dean Mueller	Chippewa County	District 20	Present	

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

There were no members of the public wishing to be heard.

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matthew Peterson, District 10
SECONDER:	David Eisenhuth, District 15 (Vice-Chair)
AYES:	Steele, Eisenhuth, Peterson, Berg, Mueller

1. Approve the agenda
2. Approve the Minutes

Facilities & Parks Committee - Regular Meeting - May 18, 2022 10:00 AM

3. Schedule next meeting date - September 28, 2022 10:00 AM

5. REPORTS

1. Recognition of the Facilities & Parks Division - Chairman Steele
Supervisor Steele addressed the Committee and the Facilities & Parks Staff: A couple got a hold of Supervisor Steele and were visibly shaken in a good way. They are originally from the Holcombe area and their son was killed in a car accident. Friends from Illinois have a tradition of camping together at Pine Point Park for the last 17 years. The parents meet them for a remembrance of life. The Facilities & Parks Division worked with them to sponsor a bench. The parents were taken by the group of friends to show them the memorial bench. Supervisor Steele thanked the division for their service.
2. Capital Improvement Project Update - Larry Ritzinger

Minutes Acceptance: Minutes of Jul 27, 2022 10:00 AM (Consent Agenda)

Facilities & Parks Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 27, 2022
10:00 AM

Director Ritzinger updated the Committee on the progress of the projects.

3. Update on the Firearms Range Closure - Randy Scholz & Larry Ritzinger

Administrator Scholz addressed the Committee on the status of the closing of the Firearms Range. The gate & signage have been installed. The County is currently waiting on a letter from the Wisconsin DNR (WI-DNR) regarding our grant forgiveness. Administrator Scholz is currently working on 2 grants associated with the environmental study and the range cleanup. Administrator Scholz is currently working on the Request for Proposal (RFP) for the environmental study.

6. BUSINESS ITEMS

1. Review the Proposed 2023 Facilities & Parks Budgets - Larry Ritzinger

Director Ritzinger reviewed the budgets with the Committee. Supervisor Eisenhut made a motion to forward the budgets as presented to the County Administrator and was seconded by Supervisor Berg. The Committee voted and was unanimous.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	David Eisenhuth, District 15 (Vice-Chair)
SECONDER:	Caden Berg, District 13
AYES:	Steele, Eisenhuth, Peterson, Berg, Mueller

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

8. ADJOURN

The meeting was adjourned at 10:41 am

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matthew Peterson, District 10
SECONDER:	Caden Berg, District 13
AYES:	Steele, Eisenhuth, Peterson, Berg, Mueller

Minutes Acceptance: Minutes of Jul 27, 2022 10:00 AM (Consent Agenda)

9/28/22 F&P Committee Meeting CIP Update2021

- **Park Master Plan (O.L. Fish House) Project (Res. # 20-20)**
 Approved Budget: \$150,000
 Project Schedule:
 - Design – 2nd – 4th Qtr., 2021 – Construction Documents Complete
 - Advertise – February 5th and February 12th, 2022
 - Bids Due & Award – March, 1, 2022 and March 22, 2022
 - Low Bid – Rhom Construction – \$96,935
 - Construction substantially complete as of (9/23/22).

- **WIC / Public Health Rooming Project (Res. # 20-20)**
 Approved Budget: \$50,000 (grant)
 Project Schedule:
 - Design / RFP – 4th Qtr., 2021 – 1st Qtr., 2022
 - Advertise – February 12th and February 19th, 2022
 - Bid & Award – 1st – 2nd Qtr., 2022
 - Low Bid – Market & Johnson – \$48,200
 - Construct – August - September, 2022
 - It is anticipated that the project will be at the substantially complete stage as of (9/30/22).

- **Roof Replacement – Government Center Campus Project (Res. # 20-20)**
 Approved Budget: \$175,000 (2021) + \$415,000 (2022)
 Project Schedule:
 - Design / RFP – 1st – 2nd Qtr., 2021 through 1st Qtr., 2022
 - Advertise – March 19 and March 26, 2022
 - Bid Due Date – 4/12/22
 - Award – RTS Roofing – \$306,344
 - Construct – 3rd – 4th Qtr., 2022
 - It is anticipated that the project will be at the substantially complete stage as of (10/21/22).
 See Government Center Campus Roof Document.

- **I.T. Division Office Remodel Project (Res. # 20-20)**
 Approved Budget: \$137,150
 - Design / RFP – 2nd – 3rd Qtr., 2021
 - Bid & Award – 3rd Qtr., 2021
 - Construct – 4th Qtr., 2021 – 2nd Qtr., 2022
 - Substantially Complete – Staffed moved back in on 4/18 – 4/22
 - Still finishing up a couple punch list items (two door and some electrical & data outlets).

- **Veteran's Department Security Upgrade / Remodel Project (Res. # 20-20)**
 Approved Budget: \$95,000
 - Substantially Complete 4/15/22

- **Sheriff's Dept. Reception Area Remodel Project (Res. # 24-20)**
 Approved Budget: \$75,000
 - Substantially Complete 4/7/22

- **Room 005 / 007 Lactation Room(s) Coroner's Office Project (Res. # 20-20)**
 Approved Budget: \$213,900
 - Substantially Complete 4/15/22

7/27/22 F&P Committee Meeting CIP Update**2022**

- **Jail Window Project (Res. # 23-21)**

Approved Budget: \$150,000

Project Schedule:

- Design / RFP – 1st – 2nd Qtr., 2022
- Bid & Award – 3rd – 4th Qtr., 2022
- Construct – 1st – 2nd Qtr., 2023

Note: 1. There will be a 16–20 week lead time for the delivery of the windows.
2. We had a low turn-out for the mandatory pre-bid meeting and the bidding window will be extended until October 13, 2022

- **Parking Lot Maintenance Project (Res. # 23-21)**

Approved Budget: \$50,000

Project Schedule:

- Design / RFP – 1st – 2nd Qtr., 2022
- Bid Due Date – 5/5/22
- Award – Pavement Consulting/Base Bid \$52,444 & Alternate #1 \$7,749
- Construct – The project is ~ 75% complete at this time. The Parking Lot crack filling and seal coating will be completed in early October, 2022.

- **Courthouse Paint / Wall Covering – Phase II (Res. # 23-21)**

Approved Budget: \$170,000

Project Schedule:

- Design / RFP – 2nd Qtr., 2022
- Bid & Award – 3rd Qtr., 2022
- Construct – 4th Qtr., 2022 – 2nd Qtr., 2023

- **Firearms Range Closure Project (Res. # 31-22)**

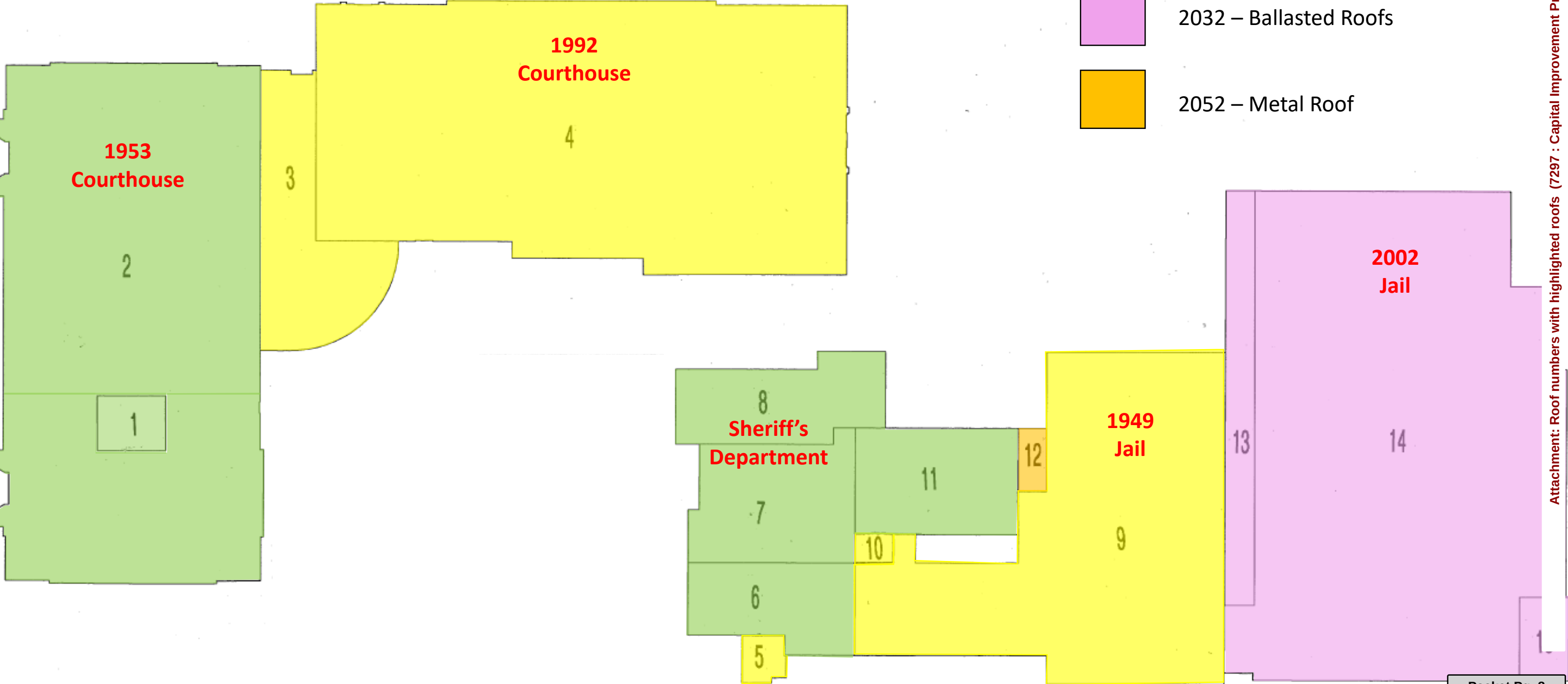
Approved Budget: \$1,000,000

Project Schedule:

- Range Closure (Installation of new gate & signage/update website) – Completed on 7/18/22
- The RFP for the professional services to assist with the EPA/WI-DNR Range Closure process has been completed – Randy Scholz.
- The removal of surplus property from the Range is well underway. A (40) yard dumpster was delivered to the Range on 9/13/22, and it is filling up.
- The underground water main serving the Storage and Training facilities is being re-worked, so the Storage building will not need to be heated this winter. It is anticipated that this work will be completed by mid-November, 2022.

GOVERNMENT CENTER CAMPUS ROOFS

- 2022 – Ballasted Roofs
- 2023 – Foam Roofs
- 2032 – Ballasted Roofs
- 2052 – Metal Roof



Attachment: Roof numbers with highlighted roofs (7297 : Capital Improvement Projects Update)



**STATEMENT OF EXPLANATION
FACILITY USE POLICY REVISIONS - SECOND READING - LARRY
RITZINGER**

6.1

The County Board adopted the Facility Use Policy on March 8, 2022. The amendments to the Facility Use Policy consist of the following:

- The removal of all language that references the Chippewa County Firearms Range Use policy.
- Updates to the Courthouse hours of operation so that they accurately reflect the Human Resource Policy Manual.
- A small change by the Information Technology Division regarding availability of A/V - internet services in Conference Rooms.

*** Proposed Revisions – Draft 9/16/22 ***

FACILITY USE POLICY

Purpose

Chippewa County facilities are primarily used for official county functions by elected officials and staff. This policy identifies the hours of operations to provide for a fully functioning Courthouse facility and governs the use of public areas within the Government Center Campus.

Definitions

The Government Center Campus includes parking lots A, B, C, D1, D2 and E, along with the courthouse, Sheriff's Department, Jail, 21 E. Spruce Street building, and the maintenance shop at 109 E. Spruce Street, Chippewa Falls.

The Highway Administration Building includes 801 E. Grand Avenue, Chippewa Falls.

Courthouse Hours of Operation

To provide for safety, security and energy efficiency the normal recognized hours of operation for the Chippewa County Courthouse per Ordinance Sec. 2-2 are ~~Monday – Friday, 8:00 a.m. – 4:30 p.m.~~ 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday; closed weekends and holidays. During the normal hours of operation, the Courthouse is fully functioning with all lights, HVAC, electrical and elevator systems activated. During after-hours and weekends the systems are de-activated and not fully functional. The Courthouse does provide for some limited evening hour activities for County Board and committee meetings, and incidental department business.

Primary Use of County Facilities

The primary use of county facilities is to conduct county government business. Consequently, groups that are a part of Chippewa County Government have sole use of most facility space and priority use of meeting rooms and other public facility space.

Access

Unlimited access to the Courthouse is available Monday – Friday, 7:30 a.m. – 5:00 p.m. After-hour entry is limited to the High Street Entrance #3 and Cedar Street Entrance #4. These doors will remain open Monday through Thursday until 6:00 p.m., unless evening meetings are scheduled, and Friday until 5:00 p.m.

- Meetings should not be scheduled before 7:45 a.m. to allow the attendees enough time to gain access to the facility and arrive to the meeting on time.

Priority Use for Public Areas

Priority for use shall be approved based on the type of use/activity as follows from highest to lowest priority:

1. The Chippewa County Board of Supervisors;
2. Formal and standing committees of the Board of Supervisors;
3. The County Administrator;
4. Boards and commissions appointed by the Board of Supervisors or the County Administrator;
5. County staff for purposes of county business;
6. Non-profit entities holding public meetings, or conducting official business related to a county service or program or public purpose activities.

If a scheduling conflict arises between the above groups, the higher priority user will have the reservation priority. Any conflicts will be resolved by the County Administrator.

Only non-profit citizen groups that are located in or do business in Chippewa County are permitted to use public areas in county facilities and county grounds to the extent permitted by law. Such use must not interfere with county government functions, operations and business.

The County reserves the right to implement a user fee for non-profit users if a user does not fully comply with this policy.

Attorneys, mediators and other court related personnel conducting court related functions have open access to the conference rooms identified as attorney conference rooms on the second floor of the Courthouse.

Security

To provide for the security and safety of visitors and staff, County/State personnel and other designated courthouse occupants are issued identification cards which must be worn at all times while in the courthouse. Please see the Identification and Access Card Policy for specific details.

Definition of Terms

A. Courthouse Public Use Areas

- Courthouse Grounds (West Lawn)
- Courthouse Parking Lot A (North)
- Courthouse Parking Lot D-1 (South)
- Courthouse Parking Lot E (West)
- Courthouse Cul-de-Sac Entrance #1
- Courthouse Room 001 – Small Assembly Room
- Courthouse Room 003 – Large Assembly Room
- Courthouse Room 005 – Lower Level Conference Room
- Courthouse Room 016 – Lower Level Conference Room
- Courthouse Room 119Q – First Floor Conference Room
- Courthouse Room 226 – Second Floor Conference Room
- Courthouse Room 227 – Second Floor Conference Room

Note: Other county facilities ~~including the Public Firearms Range~~ may have separate public use policies that govern public use of those facilities. Not all County facilities are open for public use. The Highway Department is not generally available for public use unless written approval is received from the Highway Commissioner.

B. Non-profit entity

A non-profit entity is an agency, corporation, partnership or governmental entity, which can provide legal verification of either its non-profit status (including approved IRS non-profit status), or governmental relationship.

C. For-profit entity

A business or other organization whose primary goal is making money (a profit), as opposed to a nonprofit organization which focuses a goal such as helping the community and is concerned with money only as much as necessary to keep the organization operating.

D. Public purpose

An activity in which the action or direction concerns, affects, or is of benefit to the County or the greater County community, not just those affiliated with the group.

Terms of Use

The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Chippewa County Facilities & Parks Committee. This prohibition does not apply to those vendors approved to conduct business by the Department of Administration.

No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities. For additional guidelines related to the Parks ~~or County Forest Lands and/or the Public Firearms Range~~ please reference County ordinance chapters 50 and 16 ~~and the Public Firearms Range webpage~~.

Smoking of tobacco products is prohibited in any enclosed building as provided by Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited in any enclosed building and/or on the grounds by Chippewa County Ordinance §48-92(b). For additional guidelines related to the Parks or County Forest Lands ~~and/or the Public Firearms Range~~ please reference County ordinance chapters 50 and 16 ~~and the Public Firearms Range webpage~~.

Weapons and firearms are prohibited in all county facilities unless possessed by licensed law enforcement professionals on official business. For additional guidelines related to the Parks or County Forest Lands ~~and/or the Public Firearms Range~~ please reference County ordinance chapters 50 and 16 ~~and the Public Firearms Range webpage~~.

Functions occurring in county facilities shall not violate any City of Chippewa Falls, Chippewa County, State of Wisconsin or federal applicable laws, ordinances or regulations.

There shall be no partisan political activities, political news conferences, or other events designed to announce or support any candidate for public office regardless of party or non-party affiliation in county

facilities. The County may allow current state representatives to hold listening sessions at the Courthouse if rooms are available.

Permission to use Chippewa County facilities shall not in any way constitute an endorsement by the County of the user group or individual, or their policies and activities and the County assumes no obligation or responsibility for the activities of the user group or individual.

Signs, emblems, banners, pennants, etc. may not be affixed to any building surfaces, steps, walls or light fixtures. User groups may post events on any of the approved bulletin boards, or cork strips available in the Courthouse hallways or meeting rooms by contacting the County Clerk's Office. In addition, users may affix notices no larger than 8½ x 11 inches to the approved sign stands that are located at each entrance and/or in the Cul-De-Sac Entrance #1 closet to direct meeting participants to proper meeting locations. Advertising items that are self-standing may be put into place before the scheduled start of the meeting or event, and must be removed at the conclusion of the meeting. In addition, display space may be available in the Courthouse Cul-de-Sac Entrance #1 for items that non-profit organizations desire to display to courthouse employees and the general public. Displays must fit on a standard folding table that will be provided for use by the County.

Equal Access

This policy shall apply to all groups and individuals that have requested use of the public areas of county facilities and grounds as defined in this policy. No group or individual shall be excluded from equal access to said grounds and facilities because of considerations of gender, race, sexual orientation, religious or political persuasions or views. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.

Liability

Any non-Chippewa County Governmental group using the public use areas of county facilities as defined in this policy shall:

1. Be required to release the county from any liability for damages caused to the user or its property during the times of use.
2. Hold the county harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event.
3. Be liable to the county for any damages to county property or injuries to county employees or agents caused by the group or by a person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident.

The granting of permission to use county facility space does not obligate the county to furnish any applicant with any service or utilities, or to render any support regarding personnel, fixtures, equipment or supplies. The county may furnish such assistance as it, in its sole discretion, determines appropriate.

The county does not warrant that any county facility space, fixtures or equipment is fit for any purpose, and the county shall not be responsible in case of damage or injury to property or person or the loss of individual property which may arise out of, result from, or be in any manner connected with the use thereof.

It is the user entity's responsibility to ensure that adults properly supervise all children.

Indemnification and Liability Insurance

Non-Chippewa County Governmental groups understand and agree that using space, fixtures and equipment may expose user and others to risks. Such users voluntarily agree to assume all such risks, and to release and hold harmless Chippewa County and the county's supervisors, directors, officers, employees, volunteers and agents from and against any and all claims regarding damage to property or injuries to or death of any person(s), and to defend, indemnify and hold harmless Chippewa County and the county's supervisors, directors, officers, employees, volunteers and agents from any and all claims, demands, suits, actions or proceeding of any kind in nature, of or by anyone whatsoever, in any way resulting or arising out of activities, action or inactions of the user group. A representative of all non-Chippewa County Governmental groups shall sign an indemnification release (DOA-103-A) prior to reserving space.

Chippewa County reserves the right to require a public user of county facilities to provide adequate liability insurance prior to the use of county facilities.

Space Arrangement, Equipment, Food, Beverage, Fixtures and Utilities

Tables, chairs, fixtures and other equipment may not be removed from their assigned room without permission.

The Small Assembly Room (001) and Large Assembly Room (003) can be reconfigured to user specifications (see Process for Scheduling Facilities). At the conclusion of the permissible use, the user entity shall arrange the space back to the original configuration and condition.

User entities shall be responsible for any costs of repair or replacement incurred as a result of action or inaction by the user entity during approved use of the space.

No food and only covered beverages are allowed in the County Board Room (302). Food and beverages are allowed in all other courthouse conference rooms. Users shall discard all waste generated during the approved event.

Non-county organizations are prohibited from using the sound system in the Small Assembly Room (001) and Large Assembly Room (003). ~~The County shall provide Internet access to users of Guest Wi-Fi is available for visitors to use in the~~ conference rooms. ~~in the Small Assembly Room (001), Large Assembly Room (003), Room 016, and Room 119Q.~~

User entities or their representatives shall not adjust the heating or lighting.

Process for the Scheduling Facilities

A. Interior Space – Courthouse:

Non-county organizations should contact the County Clerk's Office to complete the Facility Use Application.

B. Exterior Space – Government Center Campus:

To schedule an outside parking lot, the courthouse grounds, or the internal Cul de Sac Entrance #1, contact the Facilities and Parks Division to complete the Facility Use Application, which will then be approved or denied.

~~C. Public Firearms Range:~~

- ~~1. To schedule use of the Public Firearms Range contact the Facilities & Parks Division to complete the Facility Use Application. The completed application should include the requested dates, start/end time, and the area requested to be used (Hand Gun Range, Long Gun Range, or Training Facility)~~
- ~~2. Tables and chairs are available for use, however the responsibility for setup and restoration rests solely with the user entity.~~

Cancellation of Permission and Right to Refuse Permission

In the event county government is declared closed due to inclement weather or other reasons, any permission to use the facility or grounds is automatically withdrawn during the closure period. In such an event, the county shall not provide notice of cancellation. Notices of Courthouse closure are generally announced through local radio broadcasts. Users shall be solely responsible for notifying event participants if a closure of the Courthouse or public use grounds occurs.

Notwithstanding the above closure notice, the county reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time. The county further reserves the right to refuse permission to use county facilities.

The County reserves the right to charge user for any costs incurred by County due to use or misuse of space, fixtures, and equipment. **User is expected to ensure space, fixtures, and equipment are left as they were found, in a clean, undamaged, presentable and organized manner.** In the event cleaning, repair or other actions are necessary due to the actions or inactions of user. User may be assessed reasonable costs, and barred from future use of any space at County Facility discretion, for violation of the written Facility Policy of any County Facility. User may not reserve or use any space unless user has paid all costs and amounts due regarding prior usage of any space.

**STATEMENT OF EXPLANATION**

Resolution No. 53 - 22

**RES. 53-22: RESOLUTION TO RESCIND THE CHIPPEWA COUNTY
FIREARMS RANGE USE POLICY - RANDY SCHOLZ**

1 On May 10, 2020, the County Board approved the Firearms Range Use Policy to set out
2 the guidelines for the use of the Range. In September, 2020 Chippewa County became aware of
3 the potential unsafe use of the Chippewa County Firearms Range by its patrons. As a result, the
4 Range was temporarily closed to the public on September 11, 2020. After safety enhancements
5 were implemented at the Range between September 12, 2020 - October 8, 2020, the Range
6 was reopened to the public on October 9, 2020. In June, 2021 Chippewa County again became
7 aware of the potential unsafe use of the Chippewa County Firearms Range by its patrons. On
8 June 10, 2021, the Range was closed to the public and on June 28, 2022, the Chippewa County
9 Board passed Resolution No. 30-22, which formally closed the Chippewa County Firearms
10 Range and Training Facility to any activity, effective July 1, 2022.

11 Passage of this resolution will rescind the Firearms Range Use Policy.

Resolution No. 53 - 22

**RES. 53-22: RESOLUTION TO RESCIND THE CHIPPEWA COUNTY FIREARMS RANGE USE POLICY
- RANDY SCHOLZ**

WHEREAS, Chippewa County has a firearms range that was previously open to the public for various uses, including Hunters Education; and

WHEREAS, on March 10, 2020, the County Board approved the attached Policy 504, the *Public Firearms Range - Facility Use Policy*, to set out the guidelines for the use of the Range; and

WHEREAS, in September, 2020 Chippewa County became aware of the potential unsafe use of the Chippewa County Firearms Range by its patrons; and

WHEREAS, due to the noted safety concerns, the Range was temporarily closed to the public on September 11, 2020; and

WHEREAS, between September 12, 2020 and October 8, 2020, the County implemented enhancements to the Range to address the safety concerns and the Range was reopened to the public on October 9, 2020; and

WHEREAS, in June, 2021 Chippewa County again became aware of the potential unsafe use of the Chippewa County Firearms Range by its patrons; and

WHEREAS, on June 10, 2021, the Range was closed to the public and on June 28, 2022, the Chippewa County Board passed Resolution No. 30-22, which formally closed the Chippewa County Firearms Range and Training Facility to any activity, effective July 1, 2022; and

WHEREAS, now that the Firearms Range has been permanently closed for all uses, it is necessary to rescind Policy 504;

NOW, THEREFORE BE IT RESOLVED, that effective upon passage, Policy 504, *Public Firearms Range - Facility Use Policy* is hereby rescinded.

Forwarded to the County Board by the Facilities and Parks Committee.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution.

54 **09/28/2022 Facilities & Parks Committee**

55 **RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 10/11/2022 6:00 PM**

56 **MOVER:** Matthew Peterson, District 10

57 **SECONDER:** Dean Mueller, District 20

58 **AYES:** Harold Steele, David Eisenhuth, Matthew Peterson, Dean Mueller

59 **EXCUSED:** Caden Berg

60
61 Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

9/21/2022

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

9/21/2022

Randy B. Scholz

Randy B. Scholz, County Administrator

9/21/2022

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PUBLIC FIREARMS RANGE - FACILITY USE POLICY

Purpose

Chippewa County Facilities are primarily used for official county functions by elected officials and staff. This policy identifies the hours of operations and use of the Chippewa County Public Firearms Range.

Primary Use of the Public Firearms Range

The primary use of the Public Firearms Range is to provide a safe environment for the Public to use their firearms and to offer a facility for firearms education and training such as Hunter's Education and Law Enforcement. Consequently, groups that are a part of Chippewa County Government or Hunter's Education, have priority use of the Training Building and Ranges.

Access and Hours of Operation

Access to the Hand Gun and Long Gun ranges are Monday through Saturday, 9:00 a.m. until sunset and Sunday from 10:00 a.m. until sunset. Only the outdoor ranges are available for use by the public per the hours of operation and the Public Firearms Range [calendar](#) as posted on the Chippewa County website. The training facility is available for training, educational purposes, or by private rental exclusively for firearms related activities, education, or training.

Priority Use for the Firearms Range

Priority for use shall be given to the following entities as follows, from highest to lowest priority:

1. The Chippewa County Public Firearms Range Advisory Committee;
2. Hunter's Education classes as designated by the Wisconsin Department of Natural Resources and taught by a WI-DNR Certified Officer;
3. Any member or group of law enforcement including Local, State, and Federal offices;
4. Chippewa County staff for purposes of county business;
5. Non-profit entities holding public meetings or conducting official business related to a county service, program, or providing a public service.
6. For-profit entities who have completed a Facility Use Application, received approval, and paid the daily rental fee.

If a scheduling conflict arises between the above groups, the higher priority user will have the reservation priority. Any conflicts will be resolved by the County Administrator. A set fee of \$175.00 per day will be required by all for-profit users. The County reserves the right to implement a user fee for non-profit users if a user does not fully comply with this policy.

Definition of Terms

Public Firearms Range Use Areas:

Hand Gun Range
Long Gun Range
Training Building (reservations required)

Non-profit entity

A non-profit entity is an agency, corporation, partnership or governmental entity, which can provide legal verification of either its non-profit status (including approved IRS non-profit status), or governmental relationship.

For-profit entity

A business or other organization whose primary goal is making money (a profit), as opposed to a nonprofit organization which focuses a goal such as helping the community and is concerned with money only as much as necessary to keep the organization operating.

Terms of Use

The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Chippewa County Facilities & Parks Committee. This prohibition does not apply to those vendors approved to conduct business by the Department of Administration.

No alcoholic beverages shall be served, or consumed on the Public Firearms Range. No person(s) impaired by alcohol shall be permitted in any county facility.

Functions occurring in county facilities shall not violate any City of Chippewa Falls, Chippewa County, State of Wisconsin or federal applicable laws, ordinances or regulations.

There shall be no partisan political activities, political news conferences, or other events designed to announce or support any candidate for public office regardless of party or non-party affiliation at the Chippewa County Public Firearms Range.

Permission to use any Chippewa County facility shall not in any way constitute an endorsement of the user group or individual, or their policies and activities.

Equal Access

This policy shall apply to all groups and individuals that have requested use of the Public Firearms Range. No group or individual shall be excluded from equal access to said grounds and facilities because of considerations of gender, race, sexual orientation, religious or political persuasions or views. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.

Safety & Security

Standard Operating Procedures and Gun Safety Rules shall be reviewed prior to any range usage. Procedures are posted online and at the Range Safety Officers Hut payment station by the Long Gun Range and at the Hand Gun Range payment station.

Liability

Any non-Chippewa County Governmental group using the public use areas of county facilities as defined in this policy shall:

1. Be required to release the county from any liability for damages caused to the user or its property during the times of use.
2. Hold the county harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event.
3. Be liable to the county for any damages to county property or injuries to county employees or agents caused by the group or by a person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident.

The granting of permission to use the Public Firearms Range does not obligate the county to furnish any applicant with any service or utilities, or to render any support regarding personnel, fixtures, equipment or supplies. The county may furnish such assistance as it, in its sole discretion, determines appropriate.

The county does not warrant that any county facility space, fixtures or equipment is fit for any purpose, and the county shall not be responsible in case of damage or injury to property or person or the loss of individual property which may arise out of, result from, or be in any manner connected with the use thereof.

It is the user entity's responsibility to ensure that adults properly supervise all children.

Indemnification and Liability Insurance

Non-Chippewa County Governmental groups understand and agree that using space, fixtures and equipment may expose user and others to risks. Such users voluntarily agree to assume all such risks, and to release and hold harmless Chippewa County and the county's supervisors, directors, officers, employees, volunteers and agents from and against any and all claims regarding damage to property or injuries to or death of any person(s), and to defend, indemnify and hold harmless Chippewa County and the county's supervisors, directors, officers, employees, volunteers and agents from any and all claims, demands, suits, actions or proceeding of any kind in nature, of or by anyone whatsoever, in any way resulting or arising out of activities, action or inactions of the user group.

Chippewa County reserves the right to require a public user of county facilities to provide adequate liability insurance prior to the use of county facilities.

Space Arrangement, Internet Access, Fixtures and Utilities

All entities using the Chippewa County Public Firearms Range Training building shall only adjust the heating/cooling per the Training Building checklist. Users are responsibly for room setup. Guest wi-fi access is available for training purposes. The ranges and training building is to be left in the condition as described in the Training Building Checklist after completion of the User's time as requested by the Facility Use Application.

Process for the Scheduling of Facilities

Hunter's Education, and Law Enforcement shall schedule the Chippewa County Public Firearms Range (Hand Gun, Long Gun, or Training Building) by calling or visiting the Facilities & Parks Division office, located in the Chippewa County Courthouse, or emailing the Facilities & Parks Administrative Assistant. It is recommended reservations are requested at least 7 days in advance to allow for time to process the request. Keys for the training building will need to be signed out at the Facilities & Parks Division (Courthouse Lower Level, Room 012).

All other non-profit and for-profit groups shall schedule the Public Firearms Range by filling out the Facility Use Application ([DOA103A](#)) and submitting it to the Facilities & Parks Division via mail, in person, or by email. The application will then be reviewed for compliance with the Public Firearms Range Facility Use Policy and availability. A determination will be made and shared with the requesting party. It is recommended reservations are requested at least 7 days in advance to allow for time to process the request and for the Facility Use Application to be reviewed and approved.

Cancellation of Permission and Right to Refuse Permission

The county reserves the right to cancel, move, and preempt scheduled use of a county facility and to access and enter the reserved space at any time. The county further reserves the right to deny reservation requests to use county facilities for any lawful reason.

The County reserves the right to charge a user fee that complies with applicable grant conditions.



STATEMENT OF EXPLANATION

6.3

NEW HIPPA POLICY - FACILITY ACCESS AND PHYSICAL SECURITY POLICY

The purpose of this memo is to assist the County Board in reviewing several policies coming forward from the Department of Administration. The memo summarizes both the effort and history we have put into bringing these to the County Board for approval and a short summary for each of the policies.

Department of Administration Human Resources Division

To: County Board Supervisors

From: Toni Hohlfelder, Human Resources Director

Date: September 20, 2022

Subject: New Policies related to HIPAA

The purpose of this memo is to assist the County Board in reviewing several policies coming forward from the Department of Administration. The memo summarizes both the effort and history we have put into bringing these to the County Board for approval and a short summary for each of the policies.

History:

- 2015 Three Pillars (a consulting firm) performed a Risk Assessment as it relates to HIPAA for Chippewa County. The state of Washington had a lawsuit that involved a HIPAA breach where the company did not perform a risk assessment and the courts stated it was considered "gross negligence" by the organization when they had a serious breach occur.
- 2016 Upon completing the Risk Assessment, a HIPAA Workgroup was created and led by Holly Schlenvogt (now of HRT-Consulting) and included several members of DOA's IT Division, Jim Sherman, Corporation Counsel and a member of the fiscal teams in Human Services and Public Health who attended monthly meetings together. The goal of the workgroup was to correct the deficiencies identified in the risk assessment, create new procedures, forms, update current policies and add new policies related to HIPAA.
- 10/18/2017 I was invited to a HIPAA workgroup meeting to answer questions about a policy in our HR Policy manual and shortly after, I was asked to join the workgroup permanently due to my policy development experience.
- 1/22/2018 I officially joined the HIPAA workgroup and it was determined that Jim Sherman would be the Security Officer and I would be the Privacy Officer for Chippewa County. Since that time, we have had several potential privacy issues that I have followed and used all draft policies, procedures and forms to address and assist the County with.
- 12/10/2019 The IT Policy Manual was adopted by the County Board and includes three policies developed by this workgroup.
- Feb 2020 Six additional policies were finalized and DOA was meeting to determine how to bring the new HIPAA policies forward and where they would be housed. We also needed to clarify which policies applied to all employees and which policies applied to the Workgroup or managers only. Then COVID hit, so this project was no longer prioritized. The HIPAA workgroup only met 4-5 times in 2020.

- 2021 The workgroup started to meet more regularly (met 9 times in 2021) and was able to create several more policies drafts. Due to COVID, ARPA, the Board restructure and several other higher priority items, the HIPAA policies were tabled to bring at a later time.
- 2022 We now have updates to the currently approved ID and Access Policy and IT Policy Manual. We also have 4 new IT Policies, 5 new HIPAA policies and 2 new Facility & Parks Policies.
- 2023 - ? We will have additional policies to bring the County Board for approval in 2023: Auditing (HIPAA), Facility Maintenance (F&P), Technical Access Control (IT), System Build/Change Control (IT), Group Health (HR), Continuity of Operations (COOPS) and Continuity of Government (COGs).
- In addition, Andy Bauer and I will create HIPAA training videos to ensure that all required employees and managers are properly and consistently trained on HIPAA related topics.
- Lastly, the goal in 2023 is to perform another Risk Assessment to evaluate if we still have deficiencies from the original assessment performed in 2015. The workgroup will assist in addressing any issues that result from the assessment. We believe the workgroup can be disbanded at that time, as all policies, procedures and forms will be in practice.

SUMMARY OF THE POLICIES

HR Policy:

1. ID and Access Policy – **revisions recommended**
 - a. A primary term that the consultant recommends the County changes from is Authorized Personnel changed to Authorized Workgroup members. HIPAA applies not only to Chippewa County personnel, but also interns, volunteers, contractors, business associates, etc.
 - b. Replacement of County Electronic Access section was added and similar to the Replacement of ID Cards.
 - c. All other recommended changes are from the HIPAA consultant to document in policy how we protect HIPAA information related to our IDs and Access.

IT Policies:

1. IT Policy Manual – **revisions recommended**
 - a. Updated the Technology and Information Privacy and Security Policy only.
 - b. Added a section regarding pagers and overhead paging.
2. Data backup Media Management – **new**
 - a. The policy documents the County's current practice in backing up data and media in a policy.
 - b. The policy documents what we will back up, the length of time it is required and how it is done.
3. Malicious Software Policy – **new**
 - a. The policy defines what malicious software is and how the County has safeguards in place to prevent vulnerabilities from being exploited.
4. Remote Access Policy – **new**
 - a. The County permits authorized Workforce Members to use remote access to access the network from home or another approved location.

- b. The policy defines the types of remote access permitted and requirements for Workforce Members associated with using remote access
5. System Access Policy – **new**
- a. The policy documents the County’s guidelines for Workforce Members on access to Electronic Protected Health Information (ePHI).
 - b. It documents the policy on setting up, modifying and terminating access as well as requirements related to logging off and passwords.

HIPAA Policies (to be saved under DOA):

- 1. Business Associate Policy – **new**
 - a. The policy documents the County’s requirements for having a business agreement with vendors and the specific requirements in the agreements.
 - b. The County’s Corporation Counsel Division currently has a County Approval Procedure and this process will continue to be used in conjunction with this additional policy.
- 2. Contingency Plan Policy – **new**
 - a. The policy is the first step in outlining the County’s policy to have systems and plans in place to secure PHI, confidential information and other information in the case of an interruption in business caused by disaster or any emergency of any kind.
 - b. Other policies, procedures and/or forms will include COOPS and COGS
- 3. Disposal of Confidential Information Policy – **new**
 - a. The County has PHI, ePHI and other sensitive information that is required to be disposed of properly. This policy outlines the requirements.
- 4. Incidents Policy – **new**
 - a. If there is a report of a possible HIPAA breach, this policy provides the requirements that the County will follow to investigate and if detected, contain and response appropriately.
 - b. This draft policy has been being followed and the associated forms, check lists and tools provide by the Consultant related to this policy have been used since 2018 to assist the County in properly handling these situations.
- 5. Information Security Risk Management Policy - **new**
 - a. The policy documents that the County will conduct risk assessments regularly to determine potential threats and vulnerabilities.
 - b. The policy also documents strategies to mitigate the risks that may be identified in the assessment.
 - c. Policy requires we complete a Risk Assessment every 4 years, but recommended every 2 years.

F&P Policies (going the Facilities & Parks Committee):

- 1. Facility Access and Physical Security Policy – **new**
 - a. A policy that outlines how Chippewa County controls physical access into buildings.
 - b. It also documents how we protect HIPAA information and provides details related to restricted vs unrestricted areas, doors, servers and data wiring and other facility safeguards
- 2. Key Issuance and Request Policy – **new**
 - a. A policy that documents how we issue keys to new Workforce Members
 - b. The policy also documents how we handle keys being returned upon separation or exiting.

**** NEW POLICY ******FACILITY ACCESS AND PHYSICAL SECURITY POLICY****Purpose**

Controlling physical access into buildings, areas within them, and when transporting information provides mechanisms to safeguard Protected Health Information (PHI), Electronic Protected Health Information (ePHI), and other Restricted Information as well as Sensitive Information from unauthorized access, use, disclosure, and modification. This also protects the safety of Workforce and visitors. The purpose of this policy and related procedures is to establish minimum facility access and physical safeguards to control access to this information within Chippewa County's (herein County) facilities, as well as when it is taken offsite. It is the goal of the organization to effectively protect physical assets and human resources.

Responsible for Implementation

The Privacy Officer, Security Officer, Information Technology Director, Human Resources Division, and Facilities and Parks Division are responsible for implementing and overseeing this policy and procedure.

Policy

It is the policy of the County to:

1. Safeguard the facility and Confidential Information from unauthorized physical access, tampering, and theft.
2. Limit physical access to hardcopy, Workstations, and information systems that create, receive, maintain, and/or transmit, Protected Health Information (PHI), Electronic Protected Health Information (ePHI), and other restricted as well as sensitive information, collectively "Confidential Information", as well as the facilities where they are housed to only those that need access.
3. Control and validate access to facilities.
4. Provide a safe environment for Workforce and visitors.
5. Safeguard Confidential Information when taken off the premises.

Procedures

1. Identification of Individuals in the Organization
 - a. Refer to the Identification and Access Card policy for requirements for issuing and wearing ID cards and Electronic Access Devices.

2. Individuals Allowed in Restricted Areas

- a. Workforce members as approved by their supervisor and as needed to perform their job duties.
- b. Consumers, clients, and subscribers and their family/friends with an escort of a Workforce member into and out of the Restricted Areas.
- c. Workforce members' family members and friends visiting (briefly) with the escort of a Workforce member.
- d. Vendors with a Workforce member's escort into and out of the areas for brief periods of time as long as:
 - 1. To the extent feasible, Confidential Information is not visible or being discussed;
 - 2. A Business Associate Agreement is in place with the vendor; or
 - 3. The individual signed a confidentiality agreement.
- e. Vendors approved by a Department Head or their designee, once acclimated to the areas, without an escort. Applicable agreements must be in place as described in the Business Associate and Service Provider policies.
- f. Individuals who do not have access to Restricted Areas may not attempt to circumvent security or forcibly attempt to enter Restricted Areas.

3. Individuals Allowed in Unrestricted Areas

All Workforce members, consumers, clients, subscribers, Vendors, contractors, and other visitors may be in Unrestricted Areas. Note: if they need to go through a Restricted Area to access an Unrestricted Area, they are escorted by an authorized Workforce member to the Unrestricted Area, unless otherwise allowed.

4. Facility Security Controls (Doors)

- a. Access to the County's exterior and interior room doors are locked with one or more of the following, depending on the facility location:
 - 1. Keyed locks.
 - 2. Cypher code locks.
 - 3. Software based access control system – electronic access device.
- b. Keys (and other lock entry mechanisms).

1. The least number of keys and other lock entry mechanisms shall be distributed.
 - a). Distribution is limited so that only the minimum necessary number of individuals is able to access the facilities and specified locked interior rooms.
 - b). Distribution decisions are based on the organization's needs. This includes the ability for key individuals to access Confidential Information systems during emergencies.
2. The Facilities and Parks Division secures all unused keys in locked cabinets inside a locked office (excluding the Sheriff's Department, Jail, Highway Department, and forest management gates)
 - a). Refer to the Key Issuance and Request Policy for distribution, collection, and additional safeguarding of keys requirements.
3. Cypher codes
 - a). Department Head or designee maintains a list of individuals with cypher codes, their assigned roles, issuance dates, change dates and termination dates.
 - b). When an individual's role changes, the Department Head or designee immediately (or as soon as practicable) ensures that cypher codes continue to be appropriate for his or her role.
 - c). Cypher code lock combinations are changed:
 - 1). Every four years; and
 - 2). When an individual that knows the code no longer needs the code and there is deemed a high risk of an unauthorized attempt to enter the door.
- c. Reasonable controls will be implemented in rooms or areas that store Confidential Information (e.g. the area is monitored at all times by an authorized individual) as appropriate to monitor and secure Confidential Information.
5. Servers and Data Wiring Safeguards
 - a. Physical access to servers, data wiring, data processing areas, and other related equipment shall be limited to those individuals able and authorized to maintain and/or restore access to them.
 1. Servers are in a locked room inside the IT Division with electronic access device access and key access to the door in the hallway. There are two cameras in the server room.

2. Access rights to the server room shall be provided on a strict “need to have” basis as determined by the IT Director, Security Officer and Facilities & Park Director.
3. Data wiring closets, or network devices, are in locked rooms with key access. There are cameras in the hallways that capture who enters / leaves these rooms.
4. Doors to server rooms:
 - a). Shall be mounted with the hinges located on the inside of the room. If this is not possible, hinge pins are spot welded or “pinned” to prevent their removal.
 - b). Shall not have vents. If vents are needed for airflow, they are mounted on the inside of the door and reinforced to prevent access.
 - c). Shall not be self-closing.
5. Walls surrounding server rooms shall run from floor to ceiling or deck to prevent anyone from climbing over the wall to gain access through a false ceiling.
6. For doors that have an electronic access device, key access is only authorized to be used as a means of over-riding the electronic access device system in the event emergency access is required.
7. The Human Resources Division (electronic access) and Facilities and Parks Division (keys) maintains a list of individuals authorized to access these rooms.
8. Human Resources Division shall:
 - a). Review the electronic access device list on an annual basis;
 - b). Remove individuals from the list when access is no longer required or needed after discussing with the Department Head and/or County Administrator.
- b. To help prevent tampering data or telecommunication cables located outside of areas controlled by the County are placed:
 1. Above drop ceilings;
 2. In a wiring management system; and/or
 3. Inside protective conduit.
- c. IT Division, Server Room, and Data Wiring Access

1. The IT Division (for purposes of this section, the IT Division includes the server room) is a secured and Restricted Area
 - a). Access shall be granted to only those individuals who have a mission-essential business need. Vendors and service personnel must have contracts and/or agreements in place as required by the Business Associate and Service Provider policies
 - b). IT Division contains data, which is Restricted and Sensitive, personal in nature, and in some cases, protected by law.
 - c). IT Division is not a common workspace; therefore, traffic in the IT Division shall be kept to a minimum.
 - d). Access to the server room, by anyone other than an employee that accesses using an electronic access device, requires signing in and out on a log outside the room(s).
 - 1). Record on Data Center Sign-in Sheet: date, visitor name, visitor's company name, individual or department visiting, reason for entry, in time, and out time.
 - 2). Sign-in sheets are reviewed and maintained by the IT Director on a monthly basis.
2. IT Division access falls under the following three categories:
 - a). Unaccompanied 24 X 7 Access: This level of access shall be granted to the least possible number of Workforce (IT personnel and Facilities and Parks Division).
 - b). Accompanied Access: Those with Accompanied Access shall be allowed access to the IT Division, only with those who are appropriately badged for Unaccompanied 24 X 7 Access. When an authorized Workforce member acts as the escort, that Workforce member, or by an IT Division Workforce member (if agreed upon in advance), shall remain in the IT Division during the visit. The escort assumes responsibility for the actions of those they allow into the IT Division and are responsible to ensure they have not removed items of equipment, media, or data.
 - c). No Access: Everyone who is not otherwise cleared is in this category. There is no implied consent for access based on one's status as a County Workforce member, or a contractor of Chippewa County.
3. In general, any access, which is not specifically approved, is denied

4. Only Workforce members that are issued an electronic access device with access to the room have the authority to escort individuals into the room. Approvals for completing work in the room shall be obtained by the IT Director or designee.
5. The IT Director may request reports on a periodic basis to review the access.
6. Electronic access devices and keys are not transferable.
7. Actual or suspected loss of an electronic access device shall be reported immediately to the Human Resources Division. Deactivation shall occur at reporting time. At no time shall an electronic access device be left active while a search is taking place. IT Division electronic access devices generally also have access to exterior building doors, so it is critical to report suspected losses immediately.
8. IT Division and Server Room Emergency Access
 - a). In the event of fire, natural disaster, chemical spill, or any other event, which would render the IT Division and/or Server Room uninhabitable, the IT Division will be evacuated immediately. The appropriate emergency personnel shall control access to the site during the entire course of the emergency.
 - b). Once access is granted, the IT personnel will enter to make an initial assessment of the condition of the IT Division, server room, and equipment.
 - c). If conditions render the site usable, systems shall be allowed to remain running, and IT personnel shall access the IT Division and server room to make an assessment and take appropriate remedial action.
 - d). If the site can be accessed, but is not usable or suitable for continued use, IT personnel shall be called into the IT Division to begin a process of an orderly shutdown, and begin removing equipment, racks, etc. that are functional or may be repairable. Priority will be given to the safety of personnel, and to evacuating as much equipment as possible to a safe indoor location, or a safe and guarded outdoor location, until it can be moved to a better location. Precise procedures and instructions will depend on the nature and extent of the emergency. The IT personnel on site shall direct the effort, and work with other agencies to secure help to move and transport equipment.
 - e). Movement, repair and restoring of service will be prioritized. Systems, tapes and networking devices shall be secured in accordance with the level of security of the information that remains.

- f). If the building is structurally dangerous, the minimum personnel necessary may be allowed into the IT Division and server room to retrieve as much as can be safely removed.

6. Additional Facility Safeguards

- a. Refer to the Information Privacy and Security and Facility Use policies for additional security requirements.
- b. There are motion-detecting surveillance cameras throughout the Courthouse building. Two motion detection surveillance cameras are in the server room.
 - 1. They stream continuously and record when motion is detected.
 - 2. Recordings are maintained for 30 days, unless required for a specific investigation that requires an additional retention period.
 - 3. Recordings are not routinely checked. They are usually only reviewed in the event there is a need to review them due to an incident, such as the investigation of theft, vandalism, or violation of policy, state, or federal law.
- c. Refer to the Surveillance Camera policy for additional information regarding the surveillance cameras.

7. Documentation

All documentation related to this policy and procedure is maintained by the Security Officer, IT Division, Human Resources Division, and Facilities and Parks Division for six years from the date of creation or last date in effect, whichever is later.

- a. Reporting and Compliance

Refer to the Privacy and Security Oversight policy for requirements to reporting suspected and known non-compliance of this policy and procedure as well as potential outcomes for violations.

Reporting and Compliance

Refer to the Information Privacy and Security policy for requirements to reporting suspected and known non-compliance of this policy and procedure as well as potential outcomes for violations.

Key Definitions

For capitalized terms refer to the HIPAA Privacy and Security Definitions document.

Resources

- SANS Clean Desk Policy, June 2014
- HIPAA COW Facility Access Policy, Version 6, 4/4/05

Applicable Standards/Regulations

- HIPAA Final Omnibus Rule, January 25, 2013
- 45 CFR § 164.308(a)(7)(ii)(C) HIPAA Security Rule Emergency Mode Operation Plan
- 45 CFR §164.310(a) HIPAA Security Rule Facility Access Controls
- 45 CFR §164.310(a)(2)(ii) HIPAA Security Rule Facility Security Plan
- 45 CFR §164.310(a)(2)(iii) HIPAA Security Rule Access Control and Validation Procedures
- Wis. HFS 92, Nov. 2008
- NIST Security and Privacy Controls for Federal Information Systems and Organizations, SP 800-53, revision 4, April 2013

**** NEW POLICY ******KEY ISSUANCE AND REQUEST POLICY****Purpose**

Chippewa County Key Issuance and Request Policy shall be used to distribute and collect keys to ensure the safety and security of Chippewa County property and personnel based on the integrated security plan recommendation.

Responsible for Implementation

The Facilities and Parks Division and the Human Resources Division are responsible for implementing and overseeing this policy and procedure.

Policy

For the safety and security of the public, Chippewa County (herein County) Workforce members and facilities, it is the policy of the County to safeguard the facility and Confidential Information from unauthorized physical access, tampering, and theft through restricted distribution of keys.

This policy will affect the Chippewa County facilities and grounds excluding:

- Sheriff's Department
- Jail
- Highway Department
- Forest Management Gates
- Communication Towers
- All County Vehicles

Issuing New Keys to New Employees

1. Access requested and provided is limited so that only the minimum necessary number of individuals is able to access the facilities and specified locked interior rooms.
2. The Department Head shall complete a Request for Access Form (RFA) and submit it to Human Resources (HR) at least two (2) weeks prior to the new employee's start date. The Human Resources Division may approve an exception to the two (2) week requirement in rare situations.
3. The Human Resources Division shall notify the Facilities and Parks Division when a new employee is hired by emailing a copy of the RFA to the Facilities and Parks Administrative Assistant.
4. The Facilities and Parks Administrative Assistant will initiate the Key Request Form and email it to the applicable Department Head or designee for confirmation of request and signature authorization.
5. Upon confirmation and receipt of the Key Request Form, the Facilities and Parks Division will prepare key(s) for pickup within 7-10 business days.

6. The Facilities and Parks Administrative Assistant will send an email notification to the Department Head when the key(s) are ready for pickup in the Facilities and Parks Division office.
7. The Facilities and Parks Division shall maintain a list of individuals with keys and their assigned access roles. The list was initiated in September 2015 and includes individual's names assigned keys from that date forward.
8. **The employee is required to pick up and sign for keys in the Facilities and Parks Division office, no exceptions.**
9. When an employee's role changes, the Department Head immediately, or as soon as practicable, shall collaborate with Human Resources Division and the Facilities and Parks Division to ensure that keys continue to be appropriate for his or her role. This may include completing a new RFA.
10. Refer to the Facility Access Control policy for additional key and facility security requirements.

Returning Keys from Exiting Employees Leaving County Employment

1. Department Head or Supervisor shall notify the Human Resources Division when an employee is leaving County employment.
2. The Human Resources Division shall notify the Facilities and Parks Division when an employee is leaving County employment by sending an email to the Facilities and Parks Administrative Assistant.
3. The employee shall return the key to the Facilities and Parks Division on or before their last day of work. If this isn't possible to do so, the employee shall return it to the Human Resources Division or the Department Head. Then, the Human Resources Division or Department Head shall return the key to the Facilities and Parks Division.
4. The Facilities and Parks Administrative Assistant will log the return of key(s) from the employee on the original Key Request Form.

NOTE: Issuance of new keys may be delayed for new employees due to non-compliance with this policy. If keys are not returned, a service charge of \$100 per key may be assessed to the department or to the employee for replacement and/or rekeying costs.

Internal Transfers

1. If a transfer is approved, the Department Head is responsible for completing the RFA form and Office Relocation Form and forwarding it to the Human Resources Division at least two (2) weeks prior to the employee's transfer date. The Human Resources Division may approve an exception to the two (2) week requirement in rare situations.
2. The Human Resources Division shall notify the Facilities and Parks Division when an employee has been approved to transfer or move internally in the County by emailing a copy of the RFA form.
3. The Facilities and Parks Administrative Assistant will initiate the Internal Key Request Form for Moves and email it to the applicable Department Head or designee for confirmation of request and signature authorization.

4. Upon confirmation and receipt of the Key Request Form the Facilities and Parks Division will prepare key(s) for pickup within 7-10 business days.
5. The Facilities and Parks Administrative Assistant, if applicable, will send an email notification to the Supervisor and Employee when the key(s) are ready for pickup in the Facilities and Parks Division office.
6. **The employee is required to return past issued key(s), pick up new key(s), and sign for key(s) in the Facilities and Parks Division office, no exceptions.**

NOTE: All unused keys will need to be returned to the Facilities and Parks Division prior to issuance of new key(s). The Human Resources Division will remind both the transferring employee and the Facilities and Parks Administrative Assistant that the keys no longer needed, associated with former position, will need to be returned when they pick up the new key(s) for the new position.

Reporting and Compliance

Refer to the Information Privacy and Security policy for requirements to reporting suspected and known non-compliance of this policy and procedure as well as potential outcomes for violations.

Key Definitions

For capitalized terms refer to the HIPAA Privacy and Security Definitions document.

Applicable Standards/Regulations

- HIPAA Final Omnibus Rule, January 25, 2013
- 45 CFR §164.310(a) HIPAA Security Rule Facility Access Controls
- 45 CFR §164.310(a)(2)(ii) HIPAA Security Rule Facility Security Plan
- 45 CFR §164.310(a)(2)(iii) HIPAA Security Rule Access Control and Validation Procedures