



## Puget Sound Regional Council

### **Expectations for Public Conduct While Accessing PSRC's Offices**

#### 1. Purpose

The purpose of these expectations is to establish:

- a) the hours PSRC offices will be open to the public;
- b) that portions of PSRC offices are not open to the public at any time;
- c) the rules of conduct that apply in PSRC's offices;
- d) that permission to remain in PSRC's offices is conditioned upon compliance with the rules of conduct and with all applicable laws; and
- e) PSRC's administrative process for establishing, modifying, and enforcing public operating hours, access, and expectations of conduct for PSRC office space.

#### 2. References

- a) Chapter 9A.52 RCW
- b) Seattle Municipal Code §12A.08.040 "Criminal Trespass"

#### 3. Public Access

PSRC offices are open to the public during its regular board meetings. Public access is restricted to the lobby and board meeting rooms. The public also may access restrooms located on the fifth floor of the building. Dates and times of its meetings are posted on PSRC's website: [www.psrc.org](http://www.psrc.org).

#### 4. Rules of Conduct

In addition to these written rules, PSRC's Executive Director or designee may post additional expectations and rules of conduct. Failure to comply with a posted rule of conduct may result in the same consequences as failure to comply with a written rule of conduct.

The following are prohibited:

- a) Any conduct prohibited by federal, state, or local law;
- b) Animals, except service animals;
- c) Weapons, except as specifically permitted by law;
- d) Smoking, chewing tobacco or other tobacco use;
- e) Unreasonably disturbing others by engaging in loud or raucous behavior;
- f) Behavior that unreasonably interferes with others' use of the buildings, facilities, or premises;
- g) Abusive or harassing behavior;

- h) Blocking entrances, exits, fire exits or otherwise interfering with the provisions of services or use of PSRC offices;
- i) Sitting anywhere except in seating or in areas designated for that purpose;
- j) Disrupting PSRC business, events or other PSRC sponsored or authorized activities;
- k) Assaults or threatening behavior;
- l) Signs carried by or on a person that are larger than 36 inches by 36 inches; signs must be handled in a way that does not endanger others and does not obstruct individuals' movement or view;
- m) Refusing to leave the public comment site after being so directed by a PSRC meeting chair;
- n) Entering any area of PSRC's offices that is not open to the public.

## 5. Enforcement

Any violation of these expectations, rules or other applicable rules or law may result in:

- a) Revocation of a person's permission to remain in PSRC's offices;
- b) Issuance of an Exclusion Notice; and/or
- c) Arrest or Citation

## 6. Criminal Trespass

Any person who violates any of these rules is subject to arrest and prosecution for criminal trespass.

## 7. Exclusion Notices

Prior to issuing an exclusion notice to an individual, the Executive Director or designee may choose, at their discretion, to first issue a verbal warning and/or a "warning letter" for inadvertent and/or minor violations of these rules.

The Executive Director or designee may issue an exclusion notice revoking any person's permission to remain in PSRC's offices, or imposing certain conditions under which such person may return to PSRC's offices, if that person violates any rule of conduct or any applicable law. Such exclusion notice may be for a period of one day up to one year. The length of the exclusion period may depend upon such factors as the seriousness of the violation, the number of violations, and the individual's prior record regarding conduct in PSRC's offices.

Unless otherwise specified, the exclusion shall take effect immediately upon actual or constructive receipt of the notice by the person being excluded. Receipt of the notice is construed to have been accomplished three (3) days after an exclusion notice is deposited in the U.S. mail to the person's last known address. Receipt of the notice also is construed to have been accomplished if the person knew or reasonably should have known from the circumstances that the person's privileges to enter PSRC offices have been revoked.

Should an individual either violate the terms of the exclusion notice or receive two exclusion notices within a one-year period, then the individual may be issued another exclusion notice by the Executive Director or designee, which shall exclude the individual for a period of one year from the date of the issuance of such notice.

An exclusion notice shall:

- a) Be in writing and signed by the Executive Director or designee issuing it;
- b) Contain the date of issuance, the violation the person is alleged to have committed, and a citation to the code, statute, or rule violated;
- c) Specify the places where the individual will be excluded from and the length during the period in which exclusion notice is valid and enforceable;
- d) Set out the method for appealing the notice, which shall also include the address where the appeal should be sent;
- e) Prominently display a warning of the consequences for failure to comply with the notice and state that a violation of the terms of the notice will constitute criminal trespass under chapter [9A.52](#) RCW.

The person being excluded need not be charged, tried, or convicted of any crime or be issued an infraction, or have an infraction found committed, in order for an exclusion notice to be issued or be effective. The Executive Director or designee need only establish that good cause existed to support the issuance of the exclusion notice.

## 8. Administrative Review of Notices of Exclusion

A person who receives an exclusion notice may, within three (3) business days of issuance of the notice, submit a written request for an administrative review. The written request shall be addressed to:

Puget Sound Regional Council  
Attn: Deputy Executive Director  
1011 Western Avenue, Suite 500,  
Seattle, Washington 98104

The person seeking the review shall include in the request any written documentation the person seeks to have considered in the review process. The exclusion notice will remain in place until the administrative review is completed.

If a person timely requests an administrative review, the Executive Director shall designate a Review Officer to conduct the administrative review. To be considered timely, PSRC must receive the request for administrative review within three (3) business days following the issuance of the exclusion notice. The administrative review is an informal process designed to give the individual the chance to explain their side of the events surrounding the alleged violation. Administrative reviews are typically confined to the written record. The Review Officer may, at their discretion, allow the

excluded individual the opportunity to meet with the Review Officer to orally present information.

The Review Officer shall provide a written recommendation to the Executive Director within ten (10) business days after the administrative review is completed. The Executive Director will consider the Review Officer's recommendation and may then affirm, modify, terminate, or reverse the exclusion notice. The Executive Director's decision is final and not subject to appeal.