STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS-005-02	PAGE 1 of 3
SUBJECT: **Conduct on State Property**	EFFECTIVE DATE: 06/25/04	
WRITTEN BY: Tanci Mintz, State Leasing & Facilities Manager APPROVED BY: Tom Mayer, Director	SUPERSEDES S.O.P. # N/A	DATED REVISED: *02/04/13*

PURPOSE: To establish a policy regarding conduct on state owned and leased facilities administered by the Executive Branch.

AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of all space used by the Executive Branch. The Departments of Administration (DOA) and Transportation & Public Facilities (DOT) are designated as the responsible Facility Managers for the majority of State owned buildings. The Department of Administration is responsible for leased facilities.

POLICY: Provides written instruction on the required conduct on all property under the authority of the Executive Branch and to all persons entering in or on such property. Each occupying Agency shall be responsible for the observance of this policy. State Property is defined as state owned and state leased. *State owned airport facilities and properties are excluded from this policy – rules of conduct for these facilities and properties are outlined in Title 17 of the Alaska Administrative Code and controlled by DOT.*

PROCEDURE:

1. Inspections –

Authorized State officials may inspect packages, briefcases and other containers in the immediate possession of visitors, employees or others persons arriving on, working at, visiting, or departing State Property.

2. Disturbances –

All persons entering in or on State property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on the property which:

(a) Creates loud or unusual noise or a nuisance:

(b) Unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots:

(c) Otherwise impedes or disrupts the performance of official duties by State employees; or

(d) Prevents the general public from obtaining the services provided on the property in a timely manner.

3. Posting and Distributing Materials –

All persons entering in or on State property are prohibited from:

(a) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere, except as authorized by the appointed building Facility Manager, unless such postings are in connection with an authorized State activity.

(b) Distributing materials, such as pamphlets, handbills, or flyers, unless conducted as part of an authorized State activity.

4. Dogs and Other Animals

Except for service dogs or other guide animals used to assist the disabled, dogs or other animals are not allowed on State property unless authorized for official purposes.

5. Vehicular and Pedestrian Traffic

All vehicle drivers entering or while on State property:

(a) Must drive in a careful and safe manner at all times;

(b) Must comply with the signals and direction of law enforcement officers or other authorized individuals;

(c) Must comply with all posted traffic signals;

(d) Must comply with any additional posted traffic and parking directives and policies;

(e) Are prohibited from blocking entrances, driveways, walks, loading platforms or fire hydrants;

(f) Are prohibited from parking on State property without a permit if required in the designated area(s). Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of the posed signs is prohibited. Vehicles parked in violation are subject to ticketing and/or removal at the owner's expense.

6. Explosives

No persons entering or while on State property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed except for official purposes.

7. Smoking

Per AS 18.35.300, all persons entering in or on State property are prohibited from smoking except in designated smoking areas. Building Facility Managers are the only personnel authorized to identify designated smoking areas. Smoking is prohibited within ten feet of building entrances.

8. Alcoholic Beverages & Controlled Substances

In accordance with the Drug Free Workplace Act of 1988, State of Alaska offices constitute a drug free workplace. It is unlawful to manufacture, distribute, dispense, possess or use controlled substances in the workplace or during working hours. State policy also prohibits persons on State property from consuming alcohol or being under the influence of alcohol.

9. Unattended Children

The State is dedicated to providing an environment that encourages the public to visit our facilities and make use of our materials, programs, and services. Building Security and State employees are available to provide assistance; however, the State is not responsible for children who are left unattended in State libraries, museums, lobbies, atriums, plazas, garages, parking lots, etc. Parents, guardians or other responsible caregivers are solely responsible for the safety and behavior of their children while on State premises. Children, like all building visitors, are expected to conduct themselves in an appropriate manner.

"Unattended children" are children of any age who are not in the immediate company of a parent, guardian and/or responsible caregiver.

The State may contact local law enforcement or other appropriate party if a child is left unattended or if a child otherwise appears to be at risk.