



MEMORANDUM

TO: Mayor and City Council

FROM: Trisha Tatro, Director Austin Convention Center Department *Trisha Tatro*

DATE: March 24, 2022

SUBJECT: Staff Response to Resolution No. 20181129-043 concerning free speech activities at city owned properties.

On November 29, 2018, Council passed [Resolution No. 20181129-043](#) concerning the review of best practices regarding petitioning and other free speech activities at City libraries, the Palmer Events Center, and other City-owned or operated property.

This memo is to inform Council that the Austin Convention Center Department (ACCD) has completed the rule adoption process related to petitioning and free speech activities. The ACCD posted a Notice of Proposed Rule for Facility Access and Use on July 24, 2020. Included within the proposed rule process was a 31-day public comment period which concluded on August 24, 2020. No public comments were received.

In accordance with the rule adoption process, the City Clerk's Office posted a Notice of Rule Adoption on October 1, 2020, for this rule. After a rule is adopted, there is a 30-day period during which someone can appeal the rule to the City Manager. No appeals were filed by the November 2nd, 2020, deadline. Therefore, the rule was adopted as originally posted. Attached is a copy of the adopted rule.

Future updates will be communicated as appropriate. Please contact Trisha Tatro at Trisha.Tatro@austintexas.gov or (512) 404-4218.

cc: Spencer Cronk, City Manager
Rodney J. Gonzales., Assistant City Manager

Attachment: Rules for Facility Access and Use July 2020
Rules for Facility Access and Use October 2020



Policy

Rules for Facility Access and Use

Effective Date 10/1/2020

Approval

Title Trisha Tatro, Director

Purpose

To provide employees and others working at and in Austin Convention Center Department facilities requirements for accessing the property and procedures for providing authorized access to others.

Overview

ACCO premises are local government facilities operated by the City of Austin. ACCO facilities are not public forums. ACCO is an enterprise department and provides venue space and business services which are intended solely for the use and general control of those who are contracting or have contracted with the COA - ACCO. ACCO reasonably controls those persons who access its properties so that the Department can conduct business and other approved activities free from unlawful and disruptive interference. Maintaining a safe and secure environment for all persons at ACCO facilities is a priority.

Applies To

Austin Convention Center

Palmer Events Center

All ACCO Employees (regular full-time, regular part-time, and temporary employees) and
All Contractor/Preferred Provider/Subcontractor Employees, Visitors and Attendees/Guests/Exhibitors

Abbreviations, Acronyms & Symbols

ACCO	Austin Convention Center Department
ACC	Austin Convention Center- 500 E. Cesar Chavez St., Austin, TX 78701
PEC	Palmer Events Center- 900 Barton Springs Rd., Austin TX 78704
SOC	Security Operations Center operated by the Security and Safety Division, PEC or ACC

Definitions

ACCO	Austin Convention Center Department ("Department") facilities comprised of the Austin Convention Center, Palmer Events Center, and ACCO Parking Garages (Barton Springs Road, W. 2 nd Street, and E. 5 th Street)
ACCO Employee	Regular full-time, regular part-time, and temporary Department employees
ADA	Americans with Disabilities Act
Attendees/Guests/Exhibitors	Individuals associated and/or registered for a specific event occurring at ACCO facilities
In-House Contractor/Preferred Provider Employees	ACCO exclusive contractor employees along with limited key staff identified as ACCO "Preferred-Providers" of professional services who primarily office at ACCO facilities

PEC	Palmer Events Center - 900 Barton Springs Road, Austin, Texas
Policy	Facility Access
Restricted Access Area	An area designated with warning signage which has limited, or no access based on department policy guidelines
SOC	Security Operations Center
Subcontractor Employees	Employees temporarily working/performing specific task or project for ACCO or for ACCO in-house contractors
Visitors	Individuals visiting ACCO Facilities (excluding event guests/attendees/exhibitors)

Roles & Responsibilities

ACCO Management	Updates ACCO Policies & Procedures Manual to include policy/ procedure/ process/ form.
ACCO Employee	Abides by Policy and completes required training, if applicable. Reports incidents of access rules and Policy violations immediately. Violations of this Policy shall be subject to disciplinary action in accordance with designated COA Personnel Policies, up to and including termination.
Contractor Management and Subcontractor Management	Ensures contract and subcontract employees abide by Policy and complete required training, if applicable
In-House Contractor/Subcontractor Preferred Provider Employees	Abides by ACCO Policy and contract requirements and reports incidents of access rules and policy violations immediately.
Managers and Supervisors	Ensure ACCO employees abide by Policy and complete required training, if applicable. Perform appropriate disciplinary action for Policy violations.
Non-Public Areas	Areas within facilities that generally include "back of house" areas and hallways, service yard areas and docks, business office and employee areas, and other areas that are not open for regular business
Occupational Health and Safety Coordinator	Assists in the handling of ADA resource inquiries.
Security-Safety	Provides appropriate access devices, access privileges, and ID to individuals. Monitors access to facilities and responds to access issues or questions. Contacts appropriate employee and contractor supervisory and management staff in regard to violations of Policy.

Facility Access Procedures

I. ADA/Accessibility Statement

- A. ACCO is committed to providing all attendees, guests, and visitors a safe and secure community, including accessibility services and ADA resources. If any question or concerns arise regarding ADA resources, please contact ACCO's Occupational Health and Safety Coordinator at 512.404.4016 or through the Security Operations Center (SOC).

II. Categories of Acceptable Access/ID Devices

- A. There are five (5) devices approved to provide authorized identification and access to those employed or providing contractor or other business services to ACCO. These devices are used to provide identification and varying levels of facility access to those working on ACCO property. All persons

working or conducting business at ACCO should be identified through one of the following, which should always be worn in a way that allows it to be **clearly visible** to others.

1. Regular Full-time, Regular Part-time, and Temporary ACCO Employee Access/ID Badges
 2. In-House Exclusive Contractor Employee/Preferred Provider ACCO Access/ID Badges
 3. Other COA Employee ID Badges
 4. Temporary Badge/Access- ACCO Photo and Non-Photo ID Badges
 5. Temporary Worker ID -ACCO Wristbands or ACCO "Temporary" Visitor disposable tags
- B. Individuals accessing ACCO facilities as an Attendee/Guest Exhibitor of a specific event must display identification or credentials associated with said event at all times. (See Section IV.)

III. Individual Access Requirements

- A. All ACCO employees, in-house contractor/preferred-provider and subcontractor employees must adhere to the security requirements detailed below. Subcontractor employees and temporary employees who violate the applicable requirements below may be removed from ACCO facilities or property:
1. All persons who bring others into non-public areas of ACCO facilities, (who are not already authorized access as described in the above **Section II (Categories of Acceptable Access/ID Devices)**) are responsible for providing a physical escort while on the facility premises
 2. All persons in non-public areas who are not directly escorted by an ACCO employee must clearly display an access/ID device (Section II) while on facility premises.
 3. Any ACCO employee may check an individual's status or contact the SOC whenever observing person(s) in non-public areas of ACCO facilities who are not being directly escorted by an ACCO employee or who are not displaying any required access/ID devices.
 4. All persons who are working at ACC or require non-public area access (other than those identified as in Section II as regular ACCO employees or In-House Contractor/Preferred Provider Employees) are **REQUIRED** to enter and check-in through the service entrance at the pedestrian gate on Red River Street, or at the ACC SOC or Administrative Offices. Any other means of access into the facility is unauthorized. Persons who are working at PEC or require non-public area access (other than those identified above as regular ACCO employees or In-House Contractor/Preferred Provider Employees) must enter through the PEC Administrative Offices or contact PEC Event or Facility Security and check-in.
 5. Use of ACCO ID/Access Devices by anyone to access/attend events or shows for non-ACCO business is prohibited. All employees, contractors/preferred providers and subcontractors are prohibited from accessing ACCO non-public areas while not on regular duty or conducting departmentally sanctioned business with Department divisions.
 6. **Restricted Access or Client Access Only** temporary signs will be placed on doors and around locations that are not to be accessed by employees, in-house contractors or others. Employees and in-house contractor/preferred provider employees should be mindful that these areas are designated by the event client and violations will be investigated and documented. Employees or in-house contractor/preferred provider or subcontractor employees should contact the ACCO SOC for information if unsure of an area's access restrictions. (See *Restricted Access Areas Policy*.)
 7. Restricted areas of the facility with signs stating, "Authorized Personnel Only" or "Non-Public Area- Authorized Persons Only" are off limits to all persons except those authorized.
 8. Doors that are controlled by electronic access card readers should be the primary entrance and exit points to rooms that are otherwise secured (locked). This includes rooms for which there are key operated doors. *ACCO employees, in-house contractor/preferred-provider and subcontractor employees will not circumvent the security features provided by an access-controlled door by using door keys on any other door to the room or facility.* Persons found to have violated this policy may face disciplinary measures. Persons requiring assistance entering a locked room or facility should contact the facility SOC via the outside intercoms, ACCO radio, or phone.
 9. ACCO employees, in-house contractor/preferred-provider and subcontractor employees may have access card restrictions for exterior door access, depending on employee position/job, time of day, etc. If any employee requires assistance entering a locked facility, contact the SOC via ACCO radio, intercoms, or phone.

10. Unless authorized by ACCO Management exterior access into ACCO facilities using door keys is prohibited
11. Under no circumstances may any person block open, or allow to be blocked open, any locked or card-access facility doors.
12. Under no circumstances shall any person issued an access/ID device, allow another person entry into any ACCO facility using their access/ID device. This includes "piggy-backing" through access doors or gates. Any person with an ACCO access/ID device who allows another person to enter using their access privileges should bring the person directly to the SOC to be checked in.
13. Due to security and safety concerns employees and other persons conducting business at ACC are not allowed to walk through the open service yard vehicle gates to enter or exit the service yards. Entry and exit should be by way of the designated pedestrian gates and walkways using appropriate access/ID devices and check-in procedures.
14. All move-in and move-out of exhibits and shows must be through the service yard and dock areas by persons who have authorized access and only during scheduled hours. Move-in and move-outs are not allowed to be conducted through other facility doors, including other exterior doors of ACCO facilities. Permission for such activity requires prior written request to ACCO Director, or his/her designee, and approval before activity may occur.
15. During periods where there is no move-in or move-out traffic in the service yards, only persons with legitimate business needs are allowed into the service yards. During show hours, the service yard exits will not be used as a "short-cut" for Attendees/Guests/Exhibitors to leave the facility.
16. Pedestrian traffic through ACCD's service yards and exhibit halls is restricted to authorized persons during event/show move-in and move-outs Unless prior written approval has been obtained, children under seventeen (17) years of age are prohibited from ACCO service yards and exhibit halls during a show or events move-in and move-out.
17. Temporary badge/access devices issued to contractors subcontractors or temporary workers must be returned to the SOC at the completion of the ACCO work assignment. Non-photo temporary badges must be returned at the end of the employees work shift/assignment. Failure to return temporary badges/access devices at the completion of work assignments may lead to future ACCO facility access restrictions for that person.

IV. Event/Show Credentials and ID Badges

- A. Even/Show credential Is and ID badges that provide authorized access associated with the event/show, must be visibly worn and are only valid for access to specific areas which are part of the event/show. ACCO Security Division will be provided with information regarding show credentials/access badges which may allow limited access to some non-public areas of the facilities. Even/Show credentials and rules do not override general ACCO and COA access policies related to entry by others into facilities, blocking open doors, or entering restricted access areas.

V. Deliveries to ACCD

- A. Deliveries to ACCO facilities follow the guidelines detailed in the *ACCO Shipping and Receiving SOP*.
- B. Deliveries to the Administrative Offices are accepted per training and guidelines set by the Administrative Offices Receptionist. All other deliveries must follow the access guidelines defined in this Policy.
- C. Deliveries that are for ACCO Divisions and Units will require contact with ACCO Shipping and Receiving Unit per ACCO Shipping and Receiving SOP.
- D. If the delivery is for an even/show, the client or designee must be on site to accept the delivery.
 1. If the client or designee is not available to accept delivery, ACCO Security Division will contact the Event Services Coordinator prior to accepting/refusing the delivery.
 2. If the Event Services Coordinator cannot be contacted, the delivery is refused, and the driver is asked to return at a time the client or designee is able to receive the delivery. An email about the delivery is sent to the Event Services Coordinator for the event.
 3. Security Operations Center includes the delivery or non-delivery information in the Shift Briefing Report and notifies the recipient via email.

VI. Media

- A. Any requests to access ACCO facilities by the media are forwarded to ACCD's Public Information and Marketing Program Manager (Refer to ACCO Media Policy)

VII. Weapons in ACCO Facilities

- A. The transport, display, or carrying of weapons and simulated weapons into ACCO facilities is governed by State Law, relevant City Administrative Bulletins, City Ordinances and ACCO policies and procedures.
- B. Weapons in the facilities may include lawfully carried weapons (See *License to Carry on ACCO Premises* training bulletin), event related weapons, and simulated weapons. Illegal weapons are prohibited from City of Austin property.
- C. Some areas of Austin Convention Center Department facilities are considered "Non-Public" and accessible to authorized persons only. Persons entering these areas must abide by the same policies as City of Austin employees. Weapons, including those lawfully carried, are restricted from these areas.
- D. Any questions regarding weapons in the facilities by staff should be directed immediately to the SOC.

VIII. Personal Behavior

- A. A person may not:
 - 1. Unreasonably disrupt the normal use of ACCO facilities.
 - 2. Interfere with or disrupt the use of ACCO Facilities by a person who has contracted for use of any portion of the facilities.
 - 3. Create congestion in facility pedestrian or vehicular pathways, including all ingress/egress pathways leading to any access point of the facilities, or block access to an entrance, exit, passageway, driveway, or resource.
 - 4. Use loudspeakers or other noise amplifying devices in a manner that interferes with the normal use of the facilities or with the use of the facilities by a person who has contracted for use of any portion of the facilities.
 - 5. Picket, protest, petition, distribute literature, or otherwise solicit persons in parking areas/garages, driveways, or areas leased to third parties.
 - (a) A lessee of ACCO facilities may authorize petitioning distribution of literature, or solicitation of invitees to an event to the extent such activity does not disrupt access to/from the facility and to the extent the authorization does not violate the terms of any contract for lease of ACCO facilities.
 - (b) ACCO reserves the right to establish and post on its website permitting procedures or other procedures to establish reasonable procedures to prevent disruption of the normal use of ACCO facilities, including the use of any portion of a facility by a third-party contractor of ACCO facilities.
 - (c) Persons may picket, protest, petition, distribute literature, solicit, or perform other First Amendment activity in the area described as the grassy area east of the parking garage driveway and south of the canopy-covered walkway that runs East/West parallel to the parking garage adjacent to the Palmer Events Center.
 - (d) 5-day Notice Required: Persons or organizations must notify ACCO 5 days in advance of the date the person or group intends to use ACCO facility property for picketing, protesting, petitioning, distributing literature, soliciting or performing other activities that were not approved through ACCD's normal process for leasing its facilities or for reserving the use of its facilities. The notice must provide a reasonable estimate of the number of persons expected to appear, the date and duration of the anticipated activity, and contact information for the person or the group organizer. The notice may require additional information as reasonable to facilitate the normal use of ACCO facilities by lessees, persons who previously reserved the facility, other invitees, and City staff. (ACCO will waive the notice requirements during dates and time periods that its facilities are not being used for lease or reservation by third parties or City personnel.)

- (e) ACCO will post maps showing the borders of ACCO facility property and identifying areas on or near ACCO facility property that are designated for First Amendment activity.
 - 6. Harass, sexually harass, abuse, threaten, or fight with another person.
 - 7. Threaten facility property.
 - 8. Vandalize, steal, or recklessly or intentionally damage ACCO Facilities or property.
 - 9. Otherwise, incite a breach of the peace.
 - 10. Perform a criminal act.
 - 11. Camp.
- B. ACCO reserves the right to use permitting procedures or take other reasonable steps to prevent unreasonable interference with the use of ACCO facilities by its lessees, invitees, and employees and to manage crowd control and minimize congestion and interference with pedestrian flow and vehicular traffic.

IX. Protests at ACCO Facilities

- A. ACCO strongly supports the public's First (1st) Amendment rights to freedom of speech. ACCO seeks to balance the freedom of speech rights with the rights of persons or entities who have entered contracts for the use of ACCO facilities, as well as those who are conducting normal business at ACCO. Employees who become aware of potential protests inside ACCO facilities or on the outside public areas around ACCO should contact the SOC immediately.

References & Documentation

- I. Reference
 - A. ACCO Media Policy
 - B. Shipping and Receiving SOP
 - C. ACCO Restricted Access Areas Policy
 - D. Security and Safety Facility Access SOP
 - E. ACCO License to Carry training bulletin
 - F. Americans with Disabilities Act
- 11. Documentation
- 111. Revision
 - A. July 20, 2020

Questions & Comments

We are interested in your questions or comments on implementation, usability, and any other aspects of this procedure.

Call or email your comments to:

Security & Safety Division (512) 404-4110
Email ACCDSecurityAdmin@austintexas.gov

NOTICE OF RULE ADOPTION

ADOPTION DATE: October 1, 2020

By: Trish Tatro, Acting Director
Austin Convention Center Department

The Acting Director of the Austin Convention Center Department (ACCO), which operates facilities including the Austin Convention Center and the Palmer Events Center, has adopted the following rule, "**Rules for Facility Access and Use**". Notice of the proposed rule was posted on July 24, 2020. Public comment on the proposed rule was solicited in the July 24, 2020, notice. This notice of rule adoption is issued under Chapter 1-2 of the City Code. The adoption of a rule may be appealed to the City Manager in accordance with Section 1-2-10 of the City Code as explained below.

A copy of the complete text of the adopted rule is attached to this notice.

EFFECTIVE DATE OF ADOPTED RULE

A rule adopted by this notice is effective on October 1, 2020.

TEXT OF ADOPTED RULE

The adopted Rules for Facility Access and Use amends policies relating to the public's use of the Austin Convention Center and Palmer Events Center, which include rules related to Personal Behavior, Weapons in ACCO Facilities, Protests at ACCO facilities, and First Amendment activity at ACCO facilities. These rules are intended to clarify the permissive use of certain areas of the outside grounds of ACCO facilities for purposes of First Amendment activity and to clarify the policy related to possession and use of weapons at ACCO facilities. These rules replace the former Facility Access and Use Policy.

The text of the adopted rule is also available on the City of Austin's website at www.austinconventioncenter.com.

COMMENTS AND CHANGES FROM PROPOSED RULE

No comments were received, and no changes were made.

AUTHORITY FOR ADOPTION OF RULE

The authority and procedure for adoption of a rule to assist in the implementation, administration, or enforcement of a provision of the City Code is provided in Chapter 1-2 of the City Code. The authority to regulate building use is established in the City of Austin Rules for Public Use of City Properties (effective 9/1/15) and Administrative Bulletin 11-04 (effective 9/21/15). (Please note: Pursuant to City Code§ 25-2-166(A), "[t]he purpose of the Convention Center overlay district is to protect and enhance the health, safety, and welfare of the public, and to promote pedestrian activity and vitality in the Convention Center Area." The Acting Director of ACCO is the City Manager's delegate for rule adoption.

APPEAL OF ADOPTED RULE TO CITY MANAGER

A person may appeal the adoption of a rule to the City Manager. **AN APPEAL MUST BE FILED WITH THE CITY CLERK NOT LATER THAN THE 30TH DAY AFTER THE DATE THIS NOTICE OF RULE ADOPTION IS POSTED. THE POSTING DATE IS NOTED ON THE FIRST PAGE OF THIS NOTICE.** If the 30th day is a Saturday, Sunday, or official city holiday, an appeal may be filed on the next day which is not a Saturday, Sunday, or official city holiday.

An adopted rule may be appealed by filing a written statement with the City Clerk. A person who appeals a rule must (1) provide the person's name, mailing address, and telephone number; (2) identify the rule being appealed; and (3) include a statement of specific reasons why the rule should be modified or withdrawn.

Notice that an appeal was filed and will be posted by the city clerk: A copy of the appeal will be provided to the City Council. An adopted rule will not be enforced pending the City Manager's decision. The City Manager may affirm, modify, or withdraw an adopted rule. If the City Manager does not act on an appeal on or before the 60th day after the date the notice of rule adoption is posted, the rule is withdrawn. Notice of the City Manager's decision on an appeal will be posted by the city clerk and provided to the City Council.

On or before the 16th day after the city clerk posts notice of the City Manager's decision, the City Manager may reconsider the decision on an appeal. Not later than the 31st day after giving written notice of an intent to reconsider, the City manager shall decide.

CERTIFICATION BY CITY ATTORNEY

By signing this Notice of Rule Adoption, the City Attorney certifies that the City Attorney has reviewed the rule and finds that adoption of the rule is a valid exercise of the Director's administrative authority.

REVIEWED AND APPROVED

Trisha Tatro

Trish Tatro, Acting Director
Austin Convention Center Department

Date: 9/29/2020

Anne L Morgan

Anne L. Morgan, City Attorney

Date: 9/29/2020

This Notice of Proposed Rule was posted on the City website by the City Clerk. Date and time stamp are on the front of the notice.

Policy Rules for Facility Access and Use

Effective Date 7/23/2020
Approval / /cd:M
Title Trisha Tatro, Director

Purpose

To provide employees and others working at and in Austin Convention Center Department facilities requirements for accessing the property and procedures for providing authorized access to others.

Overview

ACCO premises are local government facilities operated by the City of Austin. ACCO facilities are not public forums. ACCO is an enterprise department and provides venue space and business services which are intended solely for the use and general control of those who are contracting or have contracted with the COA - ACCO. ACCO reasonably controls those persons who access its properties so that the Department can conduct business and other approved activities free from unlawful and disruptive interference. Maintaining a safe and secure environment for all persons at ACCO facilities is a priority.

Applies To Austin Convention Center Palmer Events Center

All ACCO Employees (regular full-time, regular part-time, and temporary employees) and
All Contractor/Preferred Provider/Subcontractor Employees, Visitors and Attendees/Guests/Exhibitors

Abbreviations, Acronyms & Symbols

ACCO Austin Convention Center Department
ACC Austin Convention Center- 500 E. Cesar Chavez St., Austin, TX 78701
PEC Palmer Events Center- 900 Barton Springs Rd., Austin TX 78704
SOC Security Operations Center operated by the Security and Safety Division, PEC or ACC

Definitions

ACCO Austin Convention Center Department ("Department") facilities comprised of the Austin Convention Center, Palmer Events Center, and ACCO Parking Garages (Barton Springs Road, W. 2nd Street, and E. 5th Street)
ACCO Employee Regular full-time, regular part-time, and temporary Department employees
ADA Americans with Disabilities Act
Attendees/Guests/Exhibitors Individuals associated and/or registered for a specific event occurring at ACCO facilities
In-House Contractor/Preferred Provider Employees ACCO exclusive contractor employees along with limited key staff identified as ACCO "Preferred-Providers" of professional services who primarily office at ACCO facilities

PEC	Palmer Events Center - 900 Barton Springs Road, Austin, Texas
Policy	Facility Access
Restricted Access Area	An area designated with warning signage which has limited, or no access based on department policy guidelines
SOC	Security Operations Center
Subcontractor Employees	Employees temporarily working/performing a specific task or project for ACCO or for ACCO in-house contractors
Visitors	Individuals visiting ACCO Facilities (excluding event guests/attendees/exhibitors)

Roles & Responsibilities

ACCO Management	Updates ACCO Policies & Procedures Manual to include policy/ procedure/ process/ form.
ACCO Employee	Abides by Policy and completes required training, if applicable. Reports incidents of access rules and Policy violations immediately. Violations of this Policy shall be subject to disciplinary action in accordance with designated COA Personnel Policies, up to and including termination.
Contractor Management and Subcontractor Management	Ensures contract and subcontract employees abide by Policy and complete required training, if applicable
In-House Contractor/Subcontractor Preferred Provider Employees	Abides by ACCO Policy and contract requirements and reports incidents of access rules and policy violations immediately.
Managers and Supervisors	Ensure ACCO employees abide by Policy and complete required training, if applicable. Perform appropriate disciplinary action for Policy violations.
Non-Public Areas	Areas within facilities that generally include "back of house" areas and hallways, service yard areas and docks, business office and employee areas, and other areas that are not open for regular business
Occupational Health and Safety Coordinator	Assists in the handling of ADA resource inquiries.
Security-Safety	Provides appropriate access devices, access privileges, and ID to individuals. Monitors access to facilities and responds to access issues or questions. Contacts appropriate employee and contractor supervisory and management staff in regard to violations of Policy.

Facility Access Procedures

I. ADA/Accessibility Statement

- A. ACCO is committed to providing all attendees, guests, and visitors a safe and secure community, including accessibility services and ADA resources. If any question or concerns arise regarding ADA resources, please contact ACCO's Occupational Health and Safety Coordinator at 512.404.4016 or through the Security Operations Center (SOC).

II. Categories of Acceptable Access/ID Devices

- A. There are five (5) devices approved to provide authorized identification and access to those employed or providing contractor or other business services to ACCO. These devices are used to provide identification and varying levels of facility access to those working on ACCO property. All persons

working or conducting business at ACCO should be identified through one of the following, which should always be worn in a way that allows it to be **clearly visible** to others.

1. Regular Full-time, Regular Part-time, and Temporary ACCO Employee Access/ID Badges
 2. In-House Exclusive Contractor Employee/Preferred Provider ACCO Access/ID Badges
 3. Other COA Employee ID Badges
 4. Temporary Badge/Access- ACCO Photo and Non-Photo ID Badges
 5. Temporary Worker ID -ACCO Wristbands or ACCO "Temporary" Visitor disposable tags
- B. Individuals accessing ACCO facilities as an Attendee/Guest/Exhibitor of a specific event must display identification or credentials associated with said event at all times. (See Section IV.)

III. Individual Access Requirements

- A. All ACCO employees, in-house contractor/preferred-provider and subcontractor employees must adhere to the security requirements detailed below. Subcontractor employees and temporary employees who violate the applicable requirements below may be removed from ACCO facilities or property:
1. All persons who bring others into non-public areas of ACCO facilities, (who are not already authorized access as described in the above **Section II (Categories of Acceptable Access/ID Devices)**) are responsible for providing a physical escort while on the facility premises
 2. All persons in non-public areas who are not directly escorted by an ACCO employee must clearly display an access/ID device (Section II) while on facility premises.
 3. Any ACCO employee may check an individual's status or contact the SOC whenever observing person(s) in non-public areas of ACCO facilities who are not being directly escorted by an ACCO employee or who are not displaying any required access/ID devices.
 4. All persons who are working at ACC or require non-public area access (other than those identified as in Section II as regular ACCO employees or In-House Contractor/Preferred Provider Employees) are **REQUIRED** to enter and check-in through the service entrance at the pedestrian gate on Red River Street, or at the ACC SOC or Administrative Offices. Any other means of access into the facility is unauthorized. Persons who are working at PEC or require non-public area access (other than those identified above as regular ACCO employees or In-House Contractor/Preferred Provider Employees) must enter through the PEC Administrative Offices or make contact with PEC Event or Facility Security and check-in.
 5. Use of ACCO ID/Access Devices by anyone to access/attend events or shows for non-ACCO business is prohibited. All employees, contractors/preferred providers and subcontractors are prohibited from accessing ACCO non-public areas while not on regular duty or conducting departmentally sanctioned business with Department divisions.
 6. **Restricted Access or Client Access Only** temporary signs will be placed on doors and around locations that are not to be accessed by employees, in-house contractors or others. Employees and in-house contractor/preferred provider employees should be mindful that these areas are designated by the event client and violations will be investigated and documented. Employees or in-house contractor/preferred provider or subcontractor employees should contact the ACCO SOC for information if unsure of an area's access restrictions. (See *Restricted Access Areas Policy*.)
 7. Restricted areas of the facility with signs stating "Authorized Personnel Only" or "Non-Public Area- Authorized Persons Only" are off limits to all persons except those authorized.
 8. Doors that are controlled by electronic access card readers should be the primary entrance and exit points to rooms that are otherwise secured (locked). This includes rooms for which there are key operated doors. *ACCO employees, in-house contractor/preferred-provider and subcontractor employees will not circumvent the security features provided by an access controlled door by using door keys on any other door to the room or facility.* Persons found to have violated this policy may face disciplinary measures. Persons requiring assistance entering a locked room or facility should contact the facility SOC via the outside intercoms, ACCO radio, or phone.
 9. ACCO employees, in-house contractor/preferred-provider and subcontractor employees may have access card restrictions for exterior door access, depending on employee position/job, time of day, etc. If any employee requires assistance entering a locked facility, contact the SOC via ACCO radio, intercoms, or phone.

10. Unless authorized by ACCO Management exterior access into ACCO facilities using door keys is prohibited
11. Under no circumstances may any person block open, or allow to be blocked open, any locked or card-access facility doors.
12. Under no circumstances shall any person issued an access/ID device, allow another person entry into any ACCO facility using their access/ID device. This includes "piggy-backing" through access doors or gates. Any person with an ACCO access/ID device who allows another person to enter using their access privileges should bring the person directly to the SOC to be checked-in.
13. Due to security and safety concerns employees and other persons conducting business at ACC are not allowed to walk through the open service yard vehicle gates to enter or exit the service yards. Entry and exit should be by way of the designated pedestrian gates and walkways using appropriate access/ID devices and check-in procedures.
14. All move-in and move-out of exhibits and shows must be through the service yard and dock areas by persons who have authorized access and only during scheduled hours. Move-in and move-outs are not allowed to be conducted through other facility doors, including other exterior doors of ACCO facilities. Permission for such activity requires prior written request to ACCO Director, or his/her designee, and approval before activity may occur.
15. During periods where there is no move-in or move-out traffic in the service yards, only persons with legitimate business needs are allowed into the service yards. During show hours, the service yard exits will not be used as a "short-cut" for Attendees/Guests/Exhibitors to leave the facility.
16. Pedestrian traffic through ACCD's service yards and exhibit halls is restricted to authorized persons during event/show move-in and move-outs Unless prior written approval has been obtained, children under seventeen (17) years of age are prohibited from ACCO service yards and exhibit halls during a show or events move-in and move-out.
17. Temporary badge/access devices issued to contractors subcontractors or temporary workers must be returned to the SOC at the completion of the ACCO work assignment. Non-photo temporary badges must be returned at the end of the employees work shift/assignment. Failure to return temporary badges/access devices at the completion of work assignments may lead to future ACCO facility access restrictions for that person.

IV. Event/Show Credentials and ID Badges

- A. Event/Show credentials and ID badges that provide authorized access associated with the event/show, must be visibly worn and are only valid for access to specific areas which are part of the event/show. ACCO Security Division will be provided with information regarding show credentials/access badges which may allow limited access to some non-public areas of the facilities. EvenUShow credentials and rules do not override general ACCO and COA access policies related to entry by others into facilities, blocking open doors, or entering restricted access areas.

V. Deliveries to ACCD

- A. Deliveries to ACCO facilities follow the guidelines detailed in the *ACCO Shipping and Receiving SOP*.
- B. Deliveries to the Administrative Offices are accepted per training and guidelines set by the Administrative Offices Receptionist. All other deliveries must follow the access guidelines defined in this Policy.
- C. Deliveries that are for ACCO Divisions and Units will require contact with ACCO Shipping and Receiving Unit per ACCO Shipping and Receiving SOP.
- D. If the delivery is for an even/show, the client or designee must be on site to accept the delivery.
 1. If the client or designee is not available to accept delivery, ACCO Security Division will contact the Event Services Coordinator prior to accepting/refusing the delivery.
 2. If the Event Services Coordinator cannot be contacted, the delivery is refused and the driver is asked to return at a time the client or designee is able to receive the delivery. An email about the delivery is sent to the Event Services Coordinator for the event.
 3. Security Operations Center includes the delivery or non-delivery information in the Shift Briefing Report and notifies the recipient via email.

VI. Media

- A. Any requests to access ACCO facilities by the media are forwarded to ACCD's Public Information and Marketing Program Manager (Refer to ACCO MediaPolicy)

VII. Weapons in ACCO Facilities

- A. The transport, display, or carrying of weapons and simulated weapons into ACCO facilities is governed by State Law, relevant City Administrative Bulletins, City Ordinances and ACCO policies and procedures.
- B. Weapons in the facilities may include lawfully carried weapons(See *License to Carry on ACCO Premises* training bulletin), event related weapons, and simulated weapons. Illegal weapons are prohibited from City of Austin property.
- C. Some areas of Austin Convention Center Department facilities are considered "Non-Public" and accessible to authorized persons only. Persons entering these areas must abide by the same policies as City of Austin employees. Weapons, including those lawfully carried, are restricted from these areas.
- D. Any questions regarding weapons in the facilities by staff should be directed immediately to the SOC.

VIII. Personal Behavior

- A. A person may not:
 - 1. Unreasonably disrupt the normal use of ACCO facilities ;
 - 2. Interfere with or disrupt the use of ACCO Facilities by a person who has contracted for use of any portion of the facilities;
 - 3. Create congestion in facility pedestrian or vehicular pathways, including all ingress/egress pathways leading to any access point of the facilities, or block access to an entrance, exit, passageway, driveway, or resource;
 - 4. Use loud speakers or other noise amplifying devices in a manner that interferes with the normal use of the facilities or with the use of the facilities by a person who has contracted for use of any portion of the facilities;
 - 5. Picket, protest petition, distribute literature, or otherwise solicit persons in parking areas/garages, driveways, or areas leased to third parties.
 - (a) A lessee of ACCO facilities may authorize petitioning distribution of literature, or solicitation of invitees to an event to the extent such activity does not disrupt access to/from the facility and to the extent the authorization does not violate the terms of any contract for lease of ACCOfacilities.
 - (b) ACCO reserves the right to establish and post on its website permitting procedures or other procedures to establish reasonable procedures to prevent disruption of the normal use of ACCO facilities, including the use of any portion of a facility by a third-party contractors of ACCO facilities.
 - (c) Persons may picket, protest, petition, distribute literature, solicit, or perform other First Amendment activity in the area described as the grassy area east of the parking garage driveway and south of the canopy-covered walkway that runs East/West parallel to the parking garage adjacent to the Palmer Events Center.
 - (d) 5-day Notice Required: Persons or organizations must notify ACCO 5 days in advance of the date the person or group intends to use ACCO facility property for picketing, protesting petitioning distributing literature, soliciting or performing other activities that were not approved through ACCD's normal process for leasing its facilities or for reserving the use of its facilities. The notice must provide a reasonable estimate of the number of persons expected to appear, the date and time period of the anticipated activity, and contact information for the person or the group organizer. The notice may require additional information as reasonable to facilitate the normal use of ACCO facilities by lessees, persons who previously reserved the facility, other invitees, and City staff. (ACCO will waive the notice requirements during dates and time periods that its facilities are not being used for lease or reservation by third parties or City personnel.)

- (e) ACCO will post maps showing the borders of ACCO facility property and identifying areas on or near ACCO facility property that are designated for First Amendment activity.
 - 6. Harass, sexually harass, abuse, threaten, or fight with another person;
 - 7. Threaten facility property;
 - 8. Vandalize, steal, or recklessly or intentionally damage ACCO Facilities or property.
 - 9. Otherwise, incite a breach of the peace;
 - 10. Perform a criminal act.
 - 11. Camp
- B. ACCO reserves the right to use permitting procedures or take other reasonable steps to prevent unreasonable interference with the use of ACCO facilities by its lessees, invitees, and employees and to manage crowd control and minimize congestion and interference with pedestrian flow and vehicular traffic.

IX. Protests at ACCO Facilities

- A. ACCO strongly supports the public's First (1st) Amendment rights to freedom of speech. ACCO seeks to balance the freedom of speech rights with the rights of persons or entities who have entered contracts for the use of ACCO facilities, as well as those who are conducting normal business at ACCO. Employees who become aware of potential protests inside ACCO facilities or on the outside public areas around ACCO should contact the SOC immediately.

References & Documentation

- I. Reference
 - A. ACCO Media Policy
 - B. Shipping and Receiving SOP
 - C. ACCO Restricted Access Areas Policy
 - D. Security and Safety Facility Access SOP
 - E. ACCO License to Carry training bulletin
 - F. Americans with Disabilities Act
- 11. Documentation
- 111. Revision
 - A. July 20, 2020

Questions & Comments

We are interested in your questions or comments on implementation, usability and any other aspects of this procedure.

Call or email your comments to:

Security & Safety Division (512) 404-4110
Email ACCDSecurityAdmin@austintexas.gov