

**5.7(d) Public Scrutiny / Confrontations.** Township Hall is a public building and our staff are public employees, and as such, a certain level of scrutiny must be permitted. The public has a right to be on the premises and non-confrontationally video record everything they can see.

Signs are posted that set the boundaries for non-employees and keep them in a public area.

Someone watching or recording employees through an exterior window is permitted. If this happens, employees are to cover any sensitive material that might be visible, including any computer screen, and leave their office until the recording ceases.

Just because an employee feels uncomfortable does not justify overreacting. Calling the police or locking the building (from all visitors) must be factually justifiable by the circumstances and by the "reasonably prudent person" standard. ("What would a reasonably prudent person do in this case?"). If an employee feels *uncomfortable*, they should remove themselves from the situation and retreat to an employees-only office / area of the building.

If a visitor becomes aggressive or belligerent:

- 1) A department head should immediately be brought in to deal with the person;
- 2) Employees should observe and notify other employees of a potential situation so they are not caught off guard;
- 3) The Clerk, Supervisor or Treasurer should be brought in to deal with the situation
- 4) In the absence of the Clerk, Supervisor or Treasurer, the Police Chief or Deputy Chief should be notified.

If an actual threat is present, lock the doors (if you can), call 911 and retreat to a safe location or flee the building.