

MULTNOMAH COUNTY, OREGON

EXECUTIVE RULE NO. 430

Delegation of Exclusion Authority

The following Executive Rule is adopted:

1. Executive Rules 356 and 374 are rescinded. This Executive Rule replaces any previous Executive Rule related to the delegation of exclusion authority.
2. In accordance with Multnomah County Home Rule Charter section 6.10 and Resolution No. 94-25, the Chair, the Sheriff, or their designees are persons in charge (PICs) of County premises for the purposes of excluding members of the public from County premises for violation of these behavior rules.
3. The Chair designates the following as PICs for the County:
 - a. The Library Director, or designee, as PIC of premises owned or operated by the County on behalf of the Library District.
 - b. The Security Director, or designee, for each premises facility owned or operated by the County, including premises owned or operated by the County on behalf of the Library District
 - c. Each Department Director, or designee, for the department having the major presence in each premises owned or operated by the County.
4. Behavior Rules for County premises will be posted online. To the extent practicable, each County facility will have Behavior Rules posted in an area visible to the public.
5. The PIC may issue a Notice of Exclusion.
6. Behavior rules and exclusion procedures may be amended to conform to the nature of the premises being regulated and/or the services offered. Any such modifications must be reviewed by the Office of County Attorney prior to implementation. Sample forms are attached to this rule.

7. This Executive Rule will remain in effect until rescinded or modified.

Dated this 22nd day of August, 2025.



Jessica Vega Pederson, Multnomah County Chair

REVIEWED:

Jenny M. Madkour, County Attorney
for Multnomah County, Oregon



By:

Jenny M. Madkour, County Attorney

NOTICE OF EXCLUSION PROCEDURES

When a PIC determines that it is more likely than not that a person has violated a behavior rule and should be excluded, the PIC should fill out a Notice of Exclusion with the following information:

1. Enter today's date, time and location.
2. Enter the excluded person's full name and physical description.
3. Enter the date and time of the violation.
4. Identify the specific rule violated and a brief description of the facts supporting the exclusion.
5. Select the period of time of exclusion (see guidance below on factors to consider).
6. Identify the premises from which the person is excluded.(See guidance below on factors to consider).
7. Print the name of the person who is issuing the Notice of Exclusion to the excluded person on the line indicated. Issue the white copy of the Notice of Exclusion to the excluded person, the yellow copy is maintained by the Workplace Security Program, the green copy is maintained by law enforcement when required.
8. Provide the excluded person with a copy of the behavior rules, along with the white copy of the Notice of Exclusion. If a written notice of exclusion is not, or cannot, be provided at the time that the conduct leading to the exclusion occurs, indicate this by checking the box at the bottom of the form. Substitute notice can be provided verbally, by USPS or email, or by subsequent personal service.
9. If possible, obtain video and/or still images of the excluded person for record.
10. Create a written report of the incident that led to the exclusion. Provide details of the facts supporting exclusion with specificity.
11. Send any reports and the yellow copy of the exclusion form to the Workplace Security Office.

Procedures for Workplace Security Director or Designee

1. Review all submitted reports and review incident details.
2. Request additional information if required.

3. Provide a copy of Notice of Exclusion to law enforcement upon request.
4. If criminal activity is suspected, contact law enforcement or the District Attorney's Office to determine if filing a criminal complaint is warranted.
5. Maintain information on the excluded person at the department's security desk and the Workplace Security Operations Center (SOC).

BEHAVIOR RULES

Any person who violates rules 1-4 while in or on a Multnomah County premises may be immediately excluded for a period of up to two years. The incident may also be reported to the appropriate law enforcement agency.

1. Committing, or attempting to commit, any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Directing a specific threat of physical harm against an individual or group of individuals on the property.
3. Being under the influence, possessing, selling, distributing or consuming any controlled substance, cannabis, or intoxicating liquor. Controlled substances are defined in ORS 475.005.
4. Possessing an unauthorized weapon.

Any person who violates rules 5-15 while in or on a Multnomah County premises, may first be given a warning before being excluded from the premises for the day. Subsequent offenses of any of these rules may result in immediate exclusion from the premises for a period of up to one year.

5. Engaging in behavior that disrupts or interferes with the normal operation of the facility, including but not limited to fighting, threatening behavior, unreasonable noise, unsafe and/or disruptive behavior or talking.
6. Using facility materials, equipment, furniture, or fixtures in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others.
7. Disregarding the reasonable request of the assigned PIC or building security staff.
8. Soliciting, petitioning, or distributing written materials, or canvassing for political, charitable, or religious purposes on any Multnomah County premises, including the doorway or vestibule of any facility, or in a manner that unreasonably interferes with or impedes access to a facility.
9. Interfering with the free passage of County personnel, or patrons, in or on the premises, including but not limited to, placing objects such as bicycles, skateboards, backpacks, or other items in a manner that interferes with free passage.
10. Placing personal belongings on or against a premises, building, furniture, equipment or fixtures in a manner that interferes with personnel, or patron usage of the facility, or leaving personal belongings unattended.
11. Bringing bicycles or other similar devices into County premises, including but not limited to, vestibules or covered doorways/porches if no bicycle rack is provided within that area.

12. Operating roller skates, skateboards or other similar devices in or on the County premises.
13. Smoking, vaping, or other use of tobacco in or on the premises outside of specifically designated smoking areas.
14. Consuming food or drink that creates a nuisance because of odor, garbage or spills.
15. Bringing animals into a County facility (with the exception of service animals), or leaving animals tethered and unattended on a County premises.

Any person who violates rules 16-18 while in or on a County premises may be given up to two warnings before being excluded from the premises for the day. Subsequent offenses may result in immediate exclusion for a period of up to six months.

16. No sleeping in or on County premises.
17. Improperly using restrooms, including, but not limited to, bathing, shaving, washing hair, and changing clothes.
18. Leaving children under the age of 10 unsupervised or unattended anywhere in or on a County premises.

Any person who violates rules 19 or 20 while in or on County premises may be excluded from the premises until the issue is corrected.

19. Entering a County facility with bare feet or bare chest.
20. Disturbing others because of offensive body odor.

DURATION and SCOPE OF EXCLUSIONS

In determining the duration and scope of an exclusion, the PIC will evaluate the impact of the person's conduct on:

1. Normal daily business processes and operations;
2. Safety of staff or members of the public accessing County services and the ability of other members of the public to participate in County services; and
3. The excluded person's ability to participate in County business, including whether any services needed can be provided in an alternate way.

EXCLUSION AND APPEAL PROCESS

1. A notice of exclusion may be issued upon the PICs determination that it is more likely than not that a person violated a rule of conduct.
2. A notice of exclusion may be appealed in writing to the County within five business days of receiving notice of the exclusion. The written appeal must be submitted to the location where the incident occurred, or emailed to workplacesec@multco.us.
 - a. The following factors will be considered in determining whether to uphold, rescind, or shorten the length of an exclusion:
 - i. Whether the person demonstrated understanding of the rule(s) violated;
 - ii. Any mitigating information about the conduct that led to the exclusion;
 - iii. Any previous violations, and particularly whether the person has repeatedly violated the same rule;
 - iv. Whether the person presents an ongoing risk to normal business operations and processes;
 - v. Any explanation from the person regarding how they plan to comply in the future with the rule they violated and the rules of conduct more generally.
3. A written determination will be issued by the County within five business days of receiving a timely appeal.

SCREENSHOTS OF NOTICE OF EXCLUSION FORM; DOC ACCESSIBLE [HERE](#)



MULTNOMAH COUNTY PREMISES NOTICE OF EXCLUSION

DATE OF EXCLUSION: _____ TIME OF EXCLUSION: _____ ☐ AM ☐ PM

FULL NAME OF EXCLUDED PERSON: _____

PHYSICAL DESCRIPTION: _____

DATE OF VIOLATION: _____ TIME OF VIOLATION: _____ ☐ AM ☐ PM

On the date of violation above you violated the "Rules of Conduct" identified under County EXECUTIVE RULE 427 that apply to County premises. You refused or failed to obey the reasonable direction of a Person-in-Charge at the County premises.

RULE(S) VIOLATED AND SUMMARY OF FACTS:

Starting the date of this notice, you are formally excluded from all County premises identified below. This Exclusion is active for the period listed below.

PERIOD OF EXCLUSION: _____ ☐ DAYS ☐ WEEKS ☐ MONTHS ☐ YEARS

PREMISES OF EXCLUSION: _____ SPECIFIC PROGRAM/OFFICE: _____

ADDRESS: _____

IF YOU RE-ENTER THE PREMISES OF EXCLUSION DURING THE PERIOD OF EXCLUSION, YOU MAY BE SUBJECT TO FURTHER ACTIONS INCLUDING EXTENDED EXCLUSIONS OR CRIMINAL TRESPASS.

If you wish to conduct business in or on the premises of Exclusion during the period of Exclusion, you may call the specific office to arrange an alternate method of communication and means of access.

DELIVERED BY: _____ TITLE: _____

☐ Exclusion Served by Issuer

☐ Exclusion Refused

Exclusion Appeal Process

Any person excluded from a County premises may appeal the Exclusion in writing to the County within five business days of receiving notice of the Exclusion. Find more information and directions to appeal the Exclusion at link.multco.us/exclusion-appeal, or use the QR code to the right.





BEHAVIORAL RULES

Any person who violates rules 1-4 while in or on a Multnomah County premises may be immediately excluded for a period of up to two years. The incident may also be reported to the appropriate law enforcement agency.

1. Committing, or attempting to commit, any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Directing a specific threat of physical harm against an individual or group of individuals on the property.
3. Being under the influence, possessing, selling, distributing or consuming any controlled substance, cannabis, or intoxicating liquor. Controlled substances are defined in ORS 475.005.
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Any person who violates rules 5-15 while in or on a Multnomah County premises, may first be given a warning before being excluded from the premises for the day. Subsequent offenses of any of these rules may result in immediate exclusion from the premises for a period of up to one year.

5. Engaging in behavior that disrupts or interferes with the normal operation of the facility, including but not limited to fighting, threatening behavior, unreasonable noise, unsafe and/or disruptive behavior or talking.
6. Using facility materials, equipment, furniture, or fixtures in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others.
7. Disregarding the reasonable request of the assigned PIC or building security staff.
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