



CSOSA

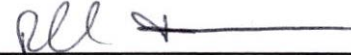
# GUIDANCE STATEMENT

Public Signage for CSOSA Properties

Number: PG-OA-5801.01

Effective Date: 2/28/2020

Review Due Date: 2/28/2022

X 

Richard Tischner  
Director

## PUBLIC SIGNAGE FOR CSOSA PROPERTIES

DOCUMENT IDENTIFICATION NUMBER: PG-OA-5801.01

### AUTHORITIES

- 41 C.F.R. Chapter 102-74, Federal Management Regulation (FMR), which provides the government's basic facility management policy and requires facilities to be cost-effective and energy efficient.

### GUIDANCE DISCLAIMER

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

### SUMMARY

The Guidance Statement provides information on Court Services and Offender Supervision Agency's (CSOSA or Agency) compliance efforts with Title 41, Code of Federal Regulations, Part 102-74, Subpart C, Rules and Regulations Governing Conduct on Federal Property.

### BACKGROUND

Title 41, Code of Federal Regulations, Part 102-74, Subpart C, Rules and Regulations Governing Conduct on Federal Property establishes the authority for federal agencies, at their discretion, to "inspect packages, briefcases, and other containers in the immediate possession of visitors, employees or other persons arriving on, working at, visiting, or departing from Federal property. Federal agencies may

conduct a full search of a person and the vehicle the person is driving or occupying upon his or her arrest.”

This regulation requires federal agencies to develop and implement policy, plans and signage to inform the public and ensure compliance with the restrictions and/or guidance regarding the following:

- Preservation of property;
- Conformity with Signs and Directions;
- Disturbances;
- Gambling;
- Narcotics and Other Drugs, Alcoholic Beverages;
- Soliciting, Vending and Debt Collection;
- Posting and Distributing Materials, Photographs for News, Advertising or Commercial Purposes;
- Dogs and Other Animals;
- Breastfeeding;
- Vehicular and Pedestrian Traffic;
- Explosives;
- Weapons; and
- Nondiscrimination.

#### COVERAGE

This Guidance Statement and its appended signage apply to all Court Services and Offender Supervision Agency (CSOSA) facilities, employees, and visitors.

#### COMPLIANCE

CSOSA is committed to complying with CFR Part 102.74 by posting copies of the attached signage, Appendix A, in all agency facilities in the appropriate areas.

#### ROLES AND RESPONSIBILITIES

The following responsibilities are held by the Office of Facilities in support of achieving the above stated goals:

- Develop and post required signage at all agency facilities.
- Maintain, review and update or replace signage as necessary on an annual basis.

#### CONTACT

CSOSA welcomes comments or questions regarding its compliance with the Title 41, Code of Federal Regulations, Part 102-74, Subpart C, Rules and Regulations Governing Conduct on Federal Property. For more information, please contact [facilities.helpdesk@csosa.gov](mailto:facilities.helpdesk@csosa.gov) or by sending correspondence to:

Court Services and Offender Supervision Agency (CSOSA)  
Attn: Office of Facilities  
800 N. Capitol Street, 2<sup>nd</sup> Floor  
Washington, DC 20002

## APPENDIX A

The CSOSA will post the below signage at each agency facility as appropriate.

1.



# FEDERAL BUILDING RULES

## PROHIBITED

**OFFICIAL BUSINESS ONLY**  
No soliciting or loitering. Only those with official business are allowed on this property.  
No solicitar o callejero unico negocio Oficial  
Solo aquellos con asuntos oficiales están permitidos en la propiedad.

**IT IS ILLEGAL TO CARRY A FIREARM, DEADLY WEAPON, OR DANGEROUS ORDINANCE ANYWHERE ON FEDERAL PROPERTY.**  
Violators are subject to arrest and imprisonment.  
Es ilegal llevar un arma de fuego, arma mortal, o artefactos peligrosos en cualquier lugar de la propiedad federal.  
Los infractores están sujetos a arresto y encarcelamiento.

**PROHIBITED SUBSTANCES (INCLUDING E-CIGARETTES)**  
Illegal possession or use of controlled substances is prohibited in this building. All suspected illegal substances, including drugs such as "Spice", "K-2", or "Bath Salts", will be confiscated.  
Any person in possession of these items may be subject to arrest and prosecution.  
Posesión o uso ilegal de sustancias prohibidas está prohibido en este edificio. Todas las sustancias ilegales sospechosas, incluidos los medicamentos, tales como "especial", "K-2", o "sales de baño", será confiscado.

**MARIJUANA IS PROHIBITED IN ANY AMOUNT**  
It is illegal to possess marijuana on federal property. Violators are subject to arrest and imprisonment.  
El consumo de marihuana está prohibido en cualquier cantidad. Los infractores están sujetos a arresto y encarcelamiento.  
Es ilegal poseer marihuana en propiedad federal.

**NO SMOKING (INCLUDING E-CIGARETTES)**  
NO fumar (incluyendo e-cigarillos).

2.



# CSOSA GUEST RULES

## PLEASE DRESS APPROPRIATELY

**IF YOU ARE NOT DRESSED APPROPRIATELY YOU WILL BE ASKED TO LEAVE.**

**PLEASE REMOVE HATS, HEADGEAR & SUNGLASSES.**  
Por favor, elimine los sombreros, gorros y gafas de sol.

**WEAR APPROPRIATE CLOTHING AND NO OVEREXPOSED SKIN.**  
Usar ropa apropiada y sin piel sobreexpuesta.

**NO EXPOSED UNDERGARMENTS.**  
Sin ropa interior expuesta.

**SHIRTS AND SHOES ARE REQUIRED AT ALL TIMES.**  
Se requieren camisas y zapatos en todo momento.

3.

## WAITING ROOM ETIQUETTE



### NO FOOD OR DRINKS PERMITTED.

NO alimentos o bebidas permitidos.

### NO SMOKING (INCLUDING E-CIGARETTES).

NO fumar (incluyendo e-cigarrillos).



### NO PROFANITY OR LOUD TALKING.

NO grosero o hablar en voz alta.



### STOP THE SPREAD OF GERMS.

Please cough or sneeze into your upper sleeve or elbow and not into your hands.

Detener la propagación de gérmenes. Por favor, toser o estornudar en su manga o el codo y no en sus manos.

### HELP KEEP THE WAITING AREA CLEAN.

Please do not leave your trash in this lobby.

Ayudar a mantener el área de espera CLEAN. Please no deje su basura en este vestíbulo.

### CHECK THAT YOU HAVE ALL OF YOUR PERSONAL BELONGINGS.

Asegúrate de que tiene todos sus objetos personales.

4.

## IMPORTANT NOTICES



### IT IS AGAINST THE LAW TO BRIBE ANY PUBLIC OFFICIAL

#### Violators are subject to fines and imprisonment.

Offering any CSOSA employee, such as drug testing staff, CSA's, CSO's, SCSO's, or treatment staff money or services in exchange for favors is considered a violation.

Es contra la ley para sobornar a cualquier oficial público. Los infractores están sujetos a multas o prisión. Ofreciendo cualquier empleado CSOSA, tales como el personal de pruebas de drogas, CSA, OSC, SCSO de, o el dinero personal de tratamiento o servicios a cambio de favores se considera una violación.



### SECURITY NOTICE

This property is protected by electronic surveillance.

Aviso de seguridad. Esta propiedad se encuentra protegido por la vigilancia electrónica.



### X-RAY SCREENING

Please remove headwear, outer garments and jewelry (watches, bracelets).

Please remove all items from your pockets. Place all items on x-ray belt when directed.

Por favor, elimine sombrero, prendas exteriores y joyas (relojes, pulseras).

Por favor, elimine todos los artículos en sus bolsillos. Coloque todos los ingredientes en la banda de rayos X cuando así lo indique.

5.

## IMPORTANT NOTICES



### CSOSA TESTS FOR SYNTHETIC DRUGS

CSOSA detección de drogas sintéticas.

### OFFICIAL BUSINESS ONLY

**No Soliciting or Loitering. Only those with official business are allowed on the property.**

No solicitar o callejear único negocio Oficial

Sólo aquellos con asuntos oficiales están permitidos en la propiedad.



### IT IS AGAINST THE LAW TO BRIBE ANY PUBLIC OFFICIAL Violators are subject to fines or imprisonment.

**Offering any CSOSA employee, such as drug testing staff, CSA's, CSO's, SCSO's, or treatment staff money or services in exchange for favors is considered a violation.**

ES CONTRA LA LEY sobornar a un funcionario público. Los infractores están sujetos a multas o prisión.

Ofreciendo cualquier empleado CSOSA, tales como el personal de pruebas de drogas, CSA, OSC, SCSO de, o el personal de tratamientodinero o servicios a cambio de favores se considera una violación.



### PLEASE TURN OFF ALL ELECTRONIC DEVICES

**Any devices with these functions are prohibited - photography, video recording, cameras, camera phones.**

**POR FAVOR, APAGUEN TODOS SUS APARATOS ELECTRÓNICOS.** Cualquier dispositivo con estas funciones están prohibidas - fotografía, grabación de video, cámaras, teléfonos con cámara.

### SECURITY NOTICE

**This property is protected by electronic surveillance.**

**AVISO DE SEGURIDAD.** Esta propiedad se encuentra protegida por la vigilancia electrónica.