

SERGEANT AT ARMS

WISCONSIN STATE ASSEMBLY

2015-2016

SERVICE GUIDE

WISCONSIN STATE ASSEMBLY

ASSEMBLY SERGEANT AT ARMS

Welcome to the State Assembly.

As Sergeant at Arms, my staff and I will strive to give you the best possible service and work to meet the needs of the Assembly. We look forward to assisting you in the completion of the elected duties associated with your office. I hope that you will find my staff and me a valuable resource.

Please feel free to contact me at any time. I look forward to working with you.

Sincerely,



Anne Tonnon Byers

Office of the Sergeant at Arms

Wisconsin Assembly

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Sergeant's Role

Traditionally the Sergeant's office has been the service agency to the Legislature. In keeping with that tradition my staff and I are here to assist the everyday operation of Assembly offices.

The Assembly Sergeant at Arms is a nonpartisan service agency. Our main function is to assist the legislature and their staff with their elected duties. Our objective as a staff is to perform each and every assignment with the utmost efficiency. Professionalism and enthusiasm are necessities in reaching this goal.

Our staff consists of a limited number of full-time and part-time employees who provide a professional and efficient service for all of the ninety-nine representatives, their staffs, and all of the service agencies. The responsibilities of the Sergeant's office include errand completion (deliveries, copying, newspaper delivery, etc.), mailroom operations, labeling and postal patron projects, furniture and office moves, door lettering, large document distribution, docucenter maintenance, chamber security, office supplies, parking, the Legislative Hotline, special event coordination, room reservations, staffing and setting up committees and caucuses.

ASSEMBLY RULE 6, SERGEANT AT ARMS' DUTIES

The Assembly Sergeant at Arms shall:

Execute any directive of the Assembly or its presiding officer and perform all duties assigned to the Sergeant at Arms in connection with the maintenance of order in the Assembly.

Supervise the coming and going of all persons to and from the Assembly Chamber.

Supervise the provision of all legislative documents to the members.

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Ensure that the chamber is properly ventilated and is open for the use of the members from one hour preceding any session until one hour after adjournment or as otherwise directed by the Speaker.

Supervise the employees assigned to the office of the Sergeant at Arms.

Certify the names and titles of all persons employed through the office of the Sergeant at Arms and, with the approval of the Speaker, the proper compensation due the Sergeant at Arms and each such employee.

Maintain order and quiet in and about the Chamber, remove disorderly persons or clear the galleries or other areas of the Chamber when directed to do so by the presiding officer, and carry out any other instructions of the presiding officer in relation to any disturbance which may occur in or near the Chamber.

Carry out the instructions of the presiding officer in compelling the attendance of absent members.

Assist the Chief Clerk in implementing and maintaining a sound personnel management program for the Assembly.

Perform, under the supervision of the Speaker, all additional duties and services assigned to the office of Sergeant at Arms by law, legislative rule, directive of the Assembly, or custom.

Ensure that the U.S. flag is displayed in the room in which an Assembly committee is meeting.

The Sergeant at Arms shall designate one of his or her employees as Assistant Sergeant at Arms to direct the duties of that office in the temporary absence of the Sergeant at Arms until his or her return. If the Sergeant at Arms is separated by death, resignation, or removal from office, the Assistant Sergeant at Arms may exercise all of the powers and shall carry out all of the duties of Sergeant at Arms until a Sergeant at Arms is elected.

General Office Information



OFFICE HOURS

8:00 a.m.- 5:00 p.m. Monday – Friday

The Sergeant's office keeps full-time staff on when the Assembly is in session in the evening. These staff persons are there to support the operations on the Assembly floor. However, no food or beverage orders can be retrieved after 6:30 p.m.

HOLIDAY HOURS

The Sergeant's office closes for designated holidays.* However, depending on the day of the week a particular holiday falls on, additional/alternate dates may apply.

New Year's Day, January 1st

Martin Luther King Jr. Day, third Monday in January

Memorial Day, last Monday in May

Independence Day, July 4th

Labor Day, first Monday in September

Thanksgiving, last Thursday in November

Friday after Thanksgiving*

Christmas Eve, December 24th

Christmas Day, December 25th

New Year's Eve, December 31st

* The Friday after Thanksgiving is not a designated holiday, however the Sergeant at Arms office is closed on this date.

At times we find there are very few errands to be completed the afternoon prior to a holiday weekend or on other occasions. When this is the case, the Sergeant may choose to close the office early. When this is going to occur an e-mail will be sent prior to closing to alert everyone of the anticipated closing time.



FULL-TIME STAFF AND PHONE NUMBERS

In addition to staffing committees, working on the Assembly floor and caucus, and supervising others, full-time staff often have specific responsibilities for which they are responsible. Below is a list of the full-time staff and specific areas of responsibilities they have.

ANNE TONNON BYERS, SERGEANT AT ARMS	Oversee office operations and policies, interviewing and hiring, payroll and personnel, scheduling, supply ordering, chamber security, furniture and move coordination, parking assignments, Sergeant website, special event oversight, and credentialing duties.	6-2004
PAT MCKEE, ASSISTANT SERGEANT	Hearing room and committee scheduling, staffing and setup; hearing room website, Session staffing assignments, orientate new employees, payroll/personnel records, database and distribution lists, weekend event coordination, parking assistant.	7-9808
PATTY (NEERLAND) SCHROEDER, OPERATIONS MANAGER	Oversee staff and office operations on a daily basis, assign and distribute errands and committee assignments, record and distribute supplies, projects and newsletters oversight, newspaper distribution, oversee new employee training.	6-1504
MATT HUFFER- KIESOW ASST MANAGER	Assist with office operations, office and furniture moves, door lettering ordering and placement, Chamber security, caucus and Chamber setup, and committee setup and staff.	6-1503
SHERAB PHUNKYI	Assembly messenger, committee, Chamber and caucus setup and staff.	6-1503
JOHN GRAF	Assembly messenger, committee, Chamber and caucus setup and staff, newspaper delivery, daily recordkeeping and inventory of supplies, miscellaneous editorial tasks, oversee Legislative Hotline, weekly Hotline reports, copier repair, and service calls.	6-1503
JEANINE SCHNEIDER	Assembly messenger, committee, Chamber and caucus setup, office and operations organization, Chamber microphone operator.	6-1503
SCOTT DISCHLER	Assembly messenger, committee, Chamber and caucus setup and staff, office and furniture moves, Chamber microphone operator and security.	6-1503
CHUCK JOHNSON POSTMASTER	Oversee incoming and outgoing mailroom operations, responsible for final completion of postal mailings.	6-1006
LORI WHITNEY	Assembly mailroom: sorting, deliveries and pickups	6-5837
SCOTT BYERS	Assembly mailroom: sorting, deliveries and pickups	6-5837

Employment



We strongly urge all applicants to obtain a recommendation from their legislator. We try to hire people from as many districts as possible, because we believe our staff and the Legislature benefits from a large geographic mix of individuals. It is the policy of the Sergeant at Arms to adhere to affirmative action guidelines.

The following are requirements for becoming an Assembly messenger:

- A positive working attitude
- An ability to follow directions
- An ability to handle various groups of people in a friendly way
- A high school diploma or equivalent
- Good communication skills (prior experience in customer service is a plus)
- Ability to perform duties in a confidential and nonpartisan matter
- Eighteen years of age or older

Schedule availability is an important part of our hiring process, since we hire based on the needs of the Assembly. Our greatest scheduling need is midday on Tuesdays, Wednesdays, and Thursdays. Additional hours may be available on Mondays and Fridays for people who are available to work during peak hours on Tuesday, Wednesdays and Thursdays. We ask that applicants make themselves available to work twelve hours or more a week. We try to adhere to four-hour shifts. Shifts typically are 8-12, 9-1, 10-2, 11-3, 12-4, 1-5. Employment for hourly messengers follows the cycle of the legislative session (sessional employment). As such, May of

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even numbered years employment ends until an increase in workload merits rehiring.

Messenger duties include: running errands, copying, faxing, carrying heavy and/or bulky items, staff support for legislative committees and floor session, labeling brochures/documents, counting and bundling newsletters and bulk mailings, providing security services, setting up and taking down equipment, arranging rooms and moving furniture, answering the telephone.



We request that applications be filed online at our website:

<http://legis.wisconsin.gov/assembly/asgt/application.asp>

Additional information about the workings of the Sergeant's office is available for prospective applicants through the links listed on the left of the screen. Click on: Messenger Application > Information.

Errands



HOW TO MAKE AN ERRAND REQUEST

Errand requests should be directed to 411 West, 266-1503. To ensure that an errand is completed properly, always give clear instructions. Please include:

- Your name and office.
- Exactly what the errand entails, providing as much detail as possible
 - Is it a “take to” or “pickup”?
 - Where is it going? For an outside pickup, please inform us of the agency/division name, contact person, street and room/floor number, or specific directions to the location
 - Does the errand require any special knowledge, equipment (cart, dolly, etc.) or training?
 - How large is the copy/fax/scan job?
 - What is the kind/size of distribution – committee, small, large, all Assembly, signatures (how many)?
- Is the errand time sensitive? Use the word “RUSH” or inform us if there is a time specific completion time.
- If you must leave your desk before a messenger arrives, please leave all instructions or material in plain view.
- It is not necessary to request a specific messenger for an errand.

Every errand we do is recorded, so that should a problem arise we can go back and track it. If something goes wrong please let us know (as soon as it comes to your attention) we will track down the problem, try to resolve

it and find out what went wrong. Feedback is always welcome. It helps us improve our service.

IMPROPER ERRANDS

No member of the Sergeant's staff is to do anything illegal or perform any errand of a purely personal or political nature. In addition, the Sergeant's office is unable to transport legislators' laptop computers. Other things the Sergeant's office **CANNOT DO** include:

- Purchase or transport of alcoholic beverages.
- Any type of shopping for personal items, including prescriptions, clothing, etc.
- Substitution for office duties, such as typing, research, data entry, personal filing, etc.
- Getting food orders for legislative staff.
- Moving personal property to Representatives' homes.
- Acting as chauffeurs for the legislators or for friends/family of legislators.
- Checking legislators in or out of hotels.
- Bank transactions, including cashing personal checks.
- Transporting legislators' cars to or from parking spaces nor for regularly scheduled maintenance.

If you question whether an errand is appropriate or not, please check with the Sergeant at Arms.

LABELING ERRANDS

To ensure proper delivery please take time to properly address the item, including room number, wing, and Representative's name. Outside deliveries should indicate room numbers, contacts, agency, and division (if applicable). Please set the errand out in plain view, especially if you will be leaving your desk.

PRIORITY "RUSH" ERRANDS

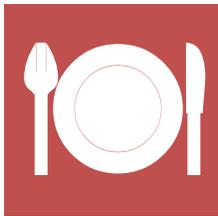
Errands for leadership offices (Speaker, Majority Leader and Minority Leader) are considered high priority. All other errands or projects are

done on a first-come, first-served basis. If you have a high priority errand, please indicate that your request is a “rush.” If you have a “rush” errand, we will try our best to accommodate your request in as timely a manner as possible.

SESSION DAY ERRANDS

During legislative session, our main objective is to provide service to the Representatives on the Chamber floor. As a result, offices may experience a delay with their regular errand requests, especially over the lunch hour. However, please contact our office if your errand is not completed within a reasonable period of time.

LUNCH RUNS



During a legislative session it is not always possible for the Representatives to procure their own lunches. For that reason, one of the services the Sergeant’s office offers is lunch pickup. Messengers are prohibited from getting lunch for legislative staff, the public, or for the friends and family of legislators. **Only members of the legislature are allowed to use this service. Pickup orders CANNOT be placed after 6:30 pm – no exception.** Delivery menus will be made available at this time.

We compile menus of area restaurants for you to choose from. We recommend ordering well in advance (a half hour or more) of when you would like to eat. We often combine several orders at once to save time and work efficiently. Even with this being the case, between noon and two is when restaurants are busiest and we have the longest waiting lines. Even with the lunch runs being a priority on session days, they often get backlogged.

To order:

- Obtain a menu list and lunch envelope.
- Print your first and last name on the space provided. (Restaurants request a first name when we call in orders. Orders are placed in advance when possible to cut down on wait time at the establishment.)

- Indicate the restaurant from which you are ordering.
- Write down your order specifics. Please provide a complete description/name of the item(s) you are ordering. Include any special instructions – toppings, breads, dressings, beverage choices, etc.
- Circle where you would like the order delivered (caucus, Parlor)
- Indicate the amount of money you are including and the approximate total cost. Please include enough money for tax. Should we have to come back for more money it will only delay the errand. When placing delivery orders (in the evening) please indicate how much gratuity you would like the driver to be given, otherwise we will estimate 15% gratuity. If you prefer to pay the driver yourself, indicate that - we will place the order, return the envelope to you and let you know when the delivery arrives.
- If others are ordering with you, please turn in all requests at the same time (this is important for delivery orders, since there are often minimum delivery amounts)
- When the order arrives, we will return the original envelope (with change) to you. If the Assembly is in Session the order will be in the Parlor labeled with your name on it (food is not allowed on the Assembly Floor), otherwise the food will be delivered to you at the location you selected.
- First requests will take priority over individuals requesting additional runs.

SUPPLY REQUESTS



The Assembly Sergeant at Arms office maintains necessary supplies for the Assembly. Supplies can be requested by contacting our office (by phone or e-mail – pneerlan@legis.wi.gov or PMcKee@legis.wi.gov).

Offices are encouraged to order only necessary supplies and not stockpile items. Having excess supplies on hand can lead to supply misplacement and this is not cost-effective for the Assembly. We try to keep necessary supplies on hand. To keep prices down we ask that people request items only as necessary.

The Sergeant's staff is happy to deliver supply requests, no matter how small. We do maintain a record of supply requests. The program is designed to track

when supply levels are getting low; so that when the next order is placed supply levels are replenished.

Whereas most supplies needed for offices are free of charge, special order items (that have been approved for purchase) will be deducted from the office account. Other select items are also charged for. These include mailers, citation plaques, laser labels, CD-ROMs, letterhead/envelopes, colored paper, etc. Below is a list of supplies typically kept on hand:

SUPPLY LIST

CONNECTORS

Binderclips and clamps (large, medium, small)
Glue, glue sticks
Paperclips (large, medium, small)
Pushpins
Stapler and staples (various)
Tape, tape dispensers

MISCELLANEOUS

Date stamp (standard)
Labels (2-up or 3-up)
Letterhead/envelopes - Legislature
Sheet protectors (standard)
Whiteout
Printer toner cartridges

ORGANIZATION

Binders (3-ring - large, medium, small)
Dividers (3-ring)
File Folders (straight cut manila-letter, hanging, expandable - letter and legal)

PACKAGING

Mailers - *Blue Book* (cardboard); padded #4 (*Blue Book* 9½ x 14½), #6 (citation 12½ x 19), #7 (14¼ x 20)
Mailers - 6 x 9, 9 x 12, 10 x 13
Mailing boxes, tubes
Rubber bands

PAPER

Message pads (standard or duplicate)
Tablets - lined (legal, letter, 5 x 8 - yellow, white)
Post-It notes (1⅜ x 1⅞, 3 x 3)

WRITING INSTRUMENTS

Highlighters (thick/thin - various colors)
Markers, permanent (fine & extra fine - black, blue, green, red)
Markers, permanent (thick - black, blue, red)
Pens, roller (various - blue, black, red)
Pens, roller ball (black, blue)
Pens, stick (blue, black, red)
Pencils (standard)

COPYING



COPYING ERRANDS

When requesting a copying errand, please indicate if your project is a lengthy one or needs certain skills or materials to be completed. There are several Ricoh Multi-Functional Devices (MFD's) that can be used for larger print jobs. Extensive copying projects can be sent to State Printing Services. Contact the Chief Clerk's office for more information.

Each office is assigned a unique office user code that allows them to access the MFD's. Please provide this number to the Sergeant's staff person completing your project. Questions about office user codes should be referred to the Chief Clerk's office. A list of the Capitol MFDs and their locations follows.

CAPITOL RICOH MULTI-FUNCTIONAL DEVICES

Location	Room	Machine	Identification	Fax
Ground West	19 West	Aficio MP 6002	MFD 34926	Yes
First North	110 North	Aficio MP 6002	MFD 34927	Yes
Second West	Chamber	Aficio MP 6002	MFD 34931	Yes
Third North	320 North	Aficio MP 6002	MFD 34929	Yes
Third East	313 East	Aficio MP 6002	MFD 34928	Yes
Fourth West	411 West	Aficio MP 6002	MFD 34930	Yes

Please note: The MFD's screen automatically locks after 60 seconds of inactivity. Another way to discontinue a session is to select the *Energy Saver* key.

SENDING PRINT JOBS FROM YOUR OFFICE

Every office has the capability to print directly to the Multi-Function Devices (MFD's). LTSB is able to instruct you on how to connect and print to these printers. These copiers are added automatically to any Assembly employee login. If you cannot print to these MFD's, please contact LTSB.

MACHINE REPAIR

The Sergeant's office maintains the Assembly MFDs located in the Capitol. Please contact our office for repairs. Please keep in mind that it can take some time to get a technician in to repair a machine. However, lengthy delays should be brought to our attention.

MACHINE SUPPLIES

Copy machine and office printer supplies are contracted by LTSB. Any supply needs for the machines should be brought to the Sergeant's office attention. Recyclable paper for the Capitol machines can be ordered by contacting the Sergeant's office.

FAXING

RECEIVING FAXES



Incoming faxes can be sent directly to the office e-mail. Sending faxes directly to the office computer assures the privacy of your documents, eliminates delay in transmission, and allows for after-hour receipt of fax messages. Each office has a fax number assigned that will deliver faxes into their office's public folders. Faxes will come in from FCS Gateway and will appear as a .tif file to be opened and viewed.

To view the fax, click on the icon and the fax should automatically open.

The number for your individual office is the following:

(608) 282-36 +District Number

The Senate fax numbers are as follows:

(608) 282- 35 + District Number

Additionally, here are the following support agency fax numbers:

Assembly Chief Clerk:	(608) 282-3576
Assembly Sergeant:	(608) 282-3577
LTSB:	(608) 282-3600

SENDING EXCHANGE FAXES

The procedure for sending faxes through Exchange is as follows:

For a number in your contact list:

Open Microsoft Outlook

Click on the “**New Message**” button

Click on the “**To:**” button

Type the FAX address in the field

Select CONTROL + K for it to recognize the number from your address book

Or for a new entry:

Go to **Contacts**

Select *File to New*

Type the number in the Business Fax, and do not enter any other information, besides the name you want it filed under. No dashes or parentheses are needed.

Save and Close the Contact

Open a new message and select the contact you just created.

Compose your fax (documents may be attached) and send.

Users with two User IDs working in two offices will have to make sure they are using the appropriate mailbox associated with the correct ID and office to have the appropriate information inserted into their cover sheets.

When the fax is sent, you will receive notification through Outlook if the fax was sent successfully or unsuccessfully. The next time you need this number it will be stored in your contacts.

Sending faxes through Exchange ensures confidentiality, allows for saving items electronically, and can easily be included in electronic distribution lists. Any questions about this service can be addressed to the Legislative Technology Service Bureau (LTSB) at 267-9528.

SENDING MANUAL FAXES

The Sergeant's office is available to send outgoing faxes. If a problem with transmission occurs, the fax will be returned to the office for further instructions. If a fax errand is time sensitive, please ensure that someone is in the office to address any problems that may arise.

If you prefer to manually send out a fax yourself, you can do so by using one of the Mutli-Functional Devices (MFDs) throughout the building. Please see page 12 for a complete list of locations. To send a fax, select the *Facsimile* button. Enter the number 8 followed by 1 and the full phone number (including area code) and press the *Start* button. The Capitol MFDs are for outgoing faxes only.

SCANNING



PAPERLESS STORAGE

Office documents can be scanned to your computer for paperless storage from the docucenters. The Sergeant's office is available to scan items from the docucenters.

Like copying scanning does require an office user code to access the MFDs. Please provide this number and your district number to the Sergeant's staff person completing your project.

The district number can be located by scrolling the directory or by selecting the *Reg. No* button (on the screen) and typing in the district number on the keypad and selecting OK. To begin the scan, place the document on the feeder and press start.

Items unable to be sent through the feeder may be placed on the glass to scan, in these instances the # key must be selected when the last document is scanned on the glass to send (or will activate after 60 seconds.)

Scanned documents will appear on the S:/ drive in the folder called "Scan" in a .pdf format.

Distributions

FLOOR DISTRIBUTIONS



In 1999 the procedure for members to distribute materials on the floor during session was modified after members raised concerns about the timeliness and the manner in which materials were distributed. In addition, it was requested that each distribution be readily identifiable on who approved the distribution. The Assembly floor is paperless and, therefore, all distributions are now scanned.

FLOOR DISTRIBUTION PROCEDURE

Material for floor distribution, such as news articles or supportive documents for a bill, **MUST RECEIVE** a stamp from Majority Leader's office, 115 West. Only distributions dealing with bills scheduled on that day's calendar can be distributed.

[Note exceptions: Legislative service agency memos, including Fiscal Bureau, Reference Bureau, Audit Bureau, Revisor of Statutes Bureau, Legislative Council and LTSB memos, **DO NOT** have to be stamped and signed. Also, if the distribution is on a legislator's letterhead it **DOES NOT** need a stamp. All other documents must receive a stamp or they **WILL NOT** be distributed.]

The Majority Leader's office will stamp one *hard copy* of the distribution. **The stamp states: "This Distribution Has Been Authorized By: _____."** This is not to approve the material, but to manage the flow of material.

The authorizing Assembly legislator must legibly sign each stamped distribution.

Regardless of whether it is signed or unsigned, all floor distributions must then be given to the Sergeant's staff no later than 30 minutes before the *scheduled start* of the session day. For example, if 10 a.m. is the designated start time, the distribution must be turned in by 9:30, regardless of the actual start time. Distributions will *only* be allowed prior to session.

The material will be scanned and will be sent to member's laptops on the floor. **Late material will NOT be distributed during a recess.**

OTHER DISTRIBUTIONS

LEGISLATIVE PUBLICATION DISTRIBUTION

There are a number of publications that used to be distributed in paper format. The Chief Clerk's office now makes these materials available electronically. These publications include legislative publications: Hearing Notices, Journals, Bulletins of Proceedings, and Legislative Floor Calendars. Most of these documents can be accessed in Folio.

NEWSPAPER DISTRIBUTION

Our office delivers the daily newspapers. The papers are delivered between 8:00 and 8:45 a.m. If you do not receive your paper, contact our office the day it is missing so we may correct the situation. If you have a question regarding your newspaper subscription (starting one or stopping one), contact the Chief Clerk's office.

SECURITY POLICY



Our staff will not enter a locked office or open an office for anyone other than the employees of that office. The only exceptions are when a legislator has given us written authorization or an employee of that office has directed us to do so. It is the Sergeant's policy not to work on projects or answer phones in offices where the staff are absent for a lengthy period of time.

URGENT DISTRIBUTION

The Sergeant's office is available to hand-deliver **urgent** committee, Republican, Democratic or total distributions that cannot be sent electronically. Other hard copy distributions (co-sponsorship letters, agency briefings, etc.) should be sent through the mail.

Please be aware of the types of information our office is not responsible for hand delivering. Our office will not hand deliver any material of a purely personal or political nature (for example: lobbyist materials, constituent resumes or invitations). These will be sent through the mail. Please call our office if you have any questions about a distribution.

Room Reservations



The Assembly Sergeant's office maintains and helps facilitate usage of the Assembly rooms. In addition to overseeing the usage of the rooms, we help coordinate committee room assignments and provide staff to official legislative committees and caucuses. We also maintain an on-line calendar that legislative offices can view to see up-to-date reservation information for the Assembly.

RESERVING HEARING ROOMS

The Sergeant's office is responsible for reserving the Assembly Chamber, the Assembly Parlor, and various Assembly hearing rooms. In addition, TV's, white washboards, podiums and easels can be provided. Please be advised that to ensure availability it is a good idea to reserve these items in advance. Reserved rooms are not guaranteed. Legislative events take precedence.

ROOM RESERVATION PRIORITY

The general order for who has priority for room reservations is as follows:

1. Partisan caucus meetings
2. Conference committees

3. Standing committee assigned to the hearing room on a given day (according to the even/odd schedule established at the beginning of a biennium)
4. Other Assembly committees – both standing and special (committees requesting room usage on days other than assigned meeting time)
5. Assembly organizations (including subcommittees, hosting of special events, etc.)
6. Joint committees
7. Legislative Council study committees
8. Senate committees
9. Senate organizations
10. Legislative support agencies and staff
11. Representative-sponsored groups (including press conferences)
12. Senate-sponsored groups (including press conferences)
13. Outside government departments and support agencies
14. Outside groups and individuals (with the Sergeant's written approval and deposit)
15. General public

This order is meant to be a general guideline for room reservations. We will attempt to honor as many requests as possible with this structure in mind. All requests should be made within a reasonable time frame. The Sergeant reserves the right to amend and enforce the hierarchical structure as seen fit.

CHECKING AVAILABILITY ONLINE

Legislative offices interested in checking room availability may access this information at the Room Management System for the Assembly (<http://rms/>) or at (<http://rms.legis.state.wi.us>) if not on a state computer.

HOW TO RESERVE A ROOM

Contact Pat (267-9808) to reserve a room for a committee, press conference, legislative function, or meeting. (For events scheduled outside business hours please see the Private Event Guidelines in the Room Use

Policy section at the end of this chapter.) Legislative employees may also make room requests on the Room Management System (RMS) of our website at <http://rms/> or access it through the Sergeant's website: <http://legis.state.wi.us/assembly/asgt/> (click Room Schedule > Request a Room). The following information will be requested when scheduling a room:

- Subject/purpose
- Desired location
- Date
- Start time
- Duration
- In addition, let us know if there are any special needs for the use of the room (easel, screen, etc.)

NOTE: ALL REQUESTERS SHOULD KEEP IN MIND THE RESERVATION PRIORITY OUTLINED PREVIOUSLY IN THIS SECTION. DURING BUSY COMMITTEE WORK PERIODS THERE IS ALWAYS THE POSSIBILITY OF GETTING BUMPED OUT OF A ROOM ON RELATIVELY SHORT NOTICE.

PRESS CONFERENCE RESERVATIONS



All press conferences should be scheduled with the Sergeant's office. The Parlor (when we are not in session) and the North Hearing Room (when we are in session) are generally used for press conferences, but other hearing rooms may be used. Whenever possible, please schedule your press conference at least one day in advance. When the room is being scheduled for a press conference, the following additional information will be requested:

- The name of the organization or individual you are sponsoring to use the room (if applicable)
- Topic (if willing to disclose)

A podium is provided in the Assembly Parlor for press conferences. We **do not** supply water or coffee for this type of event.

Upcoming press conferences, along with other Assembly happenings will be posted on the Sergeant's hearing room website <http://legis.state.wi.us/assembly/asgt/> or <http://rms/> for internal users.

SCHOOL GROUPS



The basement rotunda is overseen by the Capitol Police. When not in use by their agency the Capitol Police may be able to accommodate Representatives' requests to have school groups from their districts eat lunch in this area. For more information contact Sue Barica at 266-7840. This area accommodates up to 140 people at one time.

There are vending machines located in this area as well. The basement rotunda can be entered from the South stairwells using your access card (fob.) There is an area in the basement for storing lunches while groups are touring the Capitol, contact Capitol Tours at 266-0382 for more information.

RULES FOR THE ASSEMBLY HEARING ROOMS

We realize that in some instances reservations may involve outside groups. There are a number of guidelines everyone needs to keep in mind when using the Assembly rooms. To avoid conflicts, call our office with any concerns regarding room usage.

- No adhesive tape of any kind may be used on any surface within these rooms.
- If you need a display easel, call the Sergeant's office.
- No long distance phone calls (except when billing arrangements have been made prior to the meeting).
- Clean up after yourself.
- If anything is spilled on the carpet, notify the Sergeant's office immediately.
- Children should never be left unattended in the rooms.

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- Please contact the Sergeant's office in advance if a special set up is desired (some tables cannot be moved).
- Coffee and water can be provided upon request. A \$2.50/carafe payment is required (cash or check payable to the Assembly Chief Clerk).
- After hours use is not allowed.
- If food usage has been authorized in advance in the room, no open flame, red juice, nor alcohol is allowed.
- Upon meeting completion please leave the room in the condition it was found and close the doors upon departure.

If damage occurs to the Assembly hearing rooms the Assembly may seek reimbursement to cover Department of Administration repair and cleaning cost.

Assembly Hearing Rooms

ASSEMBLY HEARING ROOM	DESCRIPTION	PHONE
North Hearing Room	Large dais, many 2 pers. tables, seats 50+	4-8317
225 Northwest *	Round table, seats 20, 30 additional	6-3454
328 Northwest	Round table, seats 20, 30 additional	6-2403
300 Northeast	Two square tables, seats 14, 30 additional	6-7646
415 Northwest	Round table, seats 20, 30 additional	6-2411
400 Northeast	One square table, seats 12, 30 additional	6-2848
G.A.R. Room (413 North)*	Large dais, testimony stand, seats 100+	4-8318
412 East (Finance)-A/V eqpt.	Large dais, testimony stand, seats 100+	6-7632

* Rooms used for caucus when the Legislature is in session.

Senate Hearing Rooms

SENATE	RESERVATION INFORMATION:	PHONE
201 Southeast		6-2650
222 South	<i>The Senate Hearing Rooms are managed by the Senate Sergeant at Arms' office. Contact the Senate Hearing Room Coordinator at 6-2506 for more information.</i>	4-6961
300 Southeast		6-2723
330 Southwest		6-2750
400 Southeast		-----
425 Southwest		6-2795
411 South – A/V equipped		6-3477

COMMITTEE RESERVATIONS

COMMITTEES & DESIGNATED HEARING ROOMS



The Speaker is responsible for appointing committee assignments. Each individual committee will be assigned to use a designated room on a specific day of the week. For example, the Colleges and Universities committee may be assigned to use room 225 NW on Thursdays of the “odd” weeks.

For the purpose of holding legislative committees (and due to the limited number of hearing rooms) the legislative calendar is divided into alternating “even” and “odd” weeks. However, the terms “odd week” and “even week” do not necessarily correspond with the calendar dates. For instance, if a Monday falls on the 16th day of the month, that week is not necessarily an “even week.”

At the beginning of the session, the Speaker designates the first week as either an “even” or “odd” week, and the succeeding weeks will alternate between the two, regardless of the date. Each committee is assigned to meet on a specific day of the week, during either an “even week” or an “odd week.” Committee and room assignments, as well as even/odd week

designation can be found on the Sergeant's website at <http://www.legis.state.wi.us/assembly/asgt/>. Click on Assembly Committees > Even/Odd Calendar, or for room assignments, Assembly Committees > Room Assignments. If you have any questions about room assignments or alternate weeks, please call the Sergeant's office.

COMMITTEE ROOM RESERVATION GUIDELINES

Although each committee is assigned to use a specific hearing room on a designated day and week, this is not a guarantee that the room will always be available to you on this day. The Sergeant's office needs reasonable notification, even on a designated committee meeting day, so that prior events scheduled can be moved out of the requested room.

When arranging (or canceling) a committee meeting the committee clerk should contact Pat at 267-9808 to make staffing and room arrangements. Committee clerks may also make room requests on the Room Management System (RMS) of our website at <http://rms/> or access it through <http://rms.legis.state.wi.us> (from there, click Legislative Office Request). The following information will be requested when scheduling a committee:

- Committee
- Date
- Start time
- Expected duration
- Is the request for the normal room, day, and week (even/odd)?
- If not, has the Speaker's office been contacted?
- Has the committee assigned to the room being requested been contacted?
- Are there any special needs/instructions (equipment, advance copying, etc.)?

IMPORTANT: THE SERGEANT'S OFFICE SHOULD ALWAYS BE CONTACTED PRIOR TO SCHEDULING OR CANCELING A HEARING ROOM RESERVATION.

Contacting us prior to issuance of a hearing notice allows us to make sure the room has not been scheduled for another use and ensures that meeting is properly set up and staffed. Notifying us of a cancellation opens up the room for other use and stops the staff from setting up unnecessarily.

In addition to calling us, we appreciate being sent a copy of the *Hearing Notice* to ensure accuracy and to confirm the use (or cancellation) of the room. We can also link electronic notices to the on-line hearing room schedule we maintain.

COMMITTEE SET-UP

COFFEE AND WATER

Coffee and water will automatically be provided for each committee, unless specified differently by the committee clerk.

HEARING SLIPS

Our office provides each public hearing with a supply of hearing registration slips. Please notify the messenger staffing your committee if these slips are not available to the public.

NOTE: Hearing slips are not provided in advance of a scheduled committee to ensure that individuals turning in a registration slip are actually present at the committee.

NAMEPLATES

Our office sets up legislative nameplates for committee hearings. Legislators should contact our office if they would like to use these nameplates for events other than committees, or if they are planning to attend a meeting of an out-of-town committee of which they are not a member.

The Sergeant's staff sets up and staffs Assembly committee hearings (Legislative Council sets up its own committees).

NOTICES OF BROADCAST

On a weekly basis the Wisconsin Eye cable television station notifies the Assembly of the committees it plans to broadcast. For committees scheduled to be broadcast, the Assembly Sergeant at Arms will post the following notice: "This Assembly proceeding is being recorded for broadcast by Wisconsin Eye."

NOTICES OF HEARING

Outside each hearing room there is a box designated for posting happenings in the committee room. On a weekly basis the Sergeant's office posts scheduled meetings for each room in this box.

Hearing Notices have priority over this weekly posting. Committee clerks should feel free to place the hearing notice (in front of the Sergeant's posting) the day of the committee hearing. Hearing rooms 225NW, 328NW, 415NW, 300NE, and 400NE each have one posting box. GAR (413N), 412 E (Finance) and the North Hearing Room (NHR) each have two posting boxes (one by each entrance.)

SETTING UP AND STAFFING COMMITTEES

At the beginning of the biennium we will ask each committee clerk to fill out a seating chart. We will keep these charts on file and refer to them every time the committee meets. We make available blank electronic charts that can be e-mailed back to us or charts that can be hand written. Contact Pat at 267-9808 to receive the charts. Committee clerks are responsible for updating their seating chart whenever there are membership changes on the committee.

Every scheduled committee has a messenger assigned to staff hearings unless the committee clerk specifies differently. Before each hearing, the messenger is instructed to contact the committee clerk for any special instructions.

Messengers are available during committee meetings to run routine errands for committee members, such as distributing information. Messengers do not do errands for the public.

SPECIAL COMMITTEE NEEDS

HEARING PROTOCOL

Assembly Rule 11 states: “Insofar as applicable, the rules of the assembly apply to the procedures of standing committees and special committees.” The Sergeant’s staff at the hearing is there to assist the committee with conducting the hearing. We will assist the committee chair and clerk, as directed, in making the hearing run smoothly.

LARGE PUBLIC HEARINGS

We appreciate advance notice if a large turnout is expected at a public hearing. When an issue is expected to draw large crowds please let us know that when reserving the space so we can also alert the Capitol Police.

If a large crowd unexpectedly shows up at a hearing, the committee clerk should immediately notify our office. If it is deemed necessary, we will work to move the committee into a bigger room whenever possible. However, if the committee is not moved, our office may provide additional staff to manage the crowd.

OUT-OF-TOWN COMMITTEES

Out-of-town committee staffing must be approved. Contact the Chief Clerk to receive an application form. A messenger assigned to an out-of-town proceeding will need detailed information.

Our office needs the following information:

- Duration of the committee
- Specific directions to the facility
- If an overnight stay(s) is necessary, what arrangements have been made for the messenger?

- Notification if we will be responsible for picking up a state vehicle and completion of necessary paperwork (contact the Chief Clerk to make car requisition arrangements)
- Written list of who needs a ride to and from the proceeding (messengers can drive state cars to out-of-town hearings)
- At what time would you like to leave the Capitol?
- At which exit is everyone to meet?
- What kind of meal arrangements have been made (if applicable)?
- Any special instructions?

ROOM USE POLICY (Chamber, Parlor, GAR)

The Chamber, Parlor and Grand Army of the Republic (GAR) rooms are available for use by legislators and the general public. Legislators may use these rooms when they are available. Please call our office for information and availability of reserving these rooms. Legislators may sponsor groups wishing to use a room in the Assembly, however legislative meetings take precedence over outside organization reservations, and are subject to being bumped.

The general public is permitted to use any of these rooms provided they follow the following guidelines. Upon approval of the Assembly Sergeant, individuals and groups are welcome to use the Chamber, Parlor or GAR room for ceremonial purposes. Those wishing to use one of these rooms should contact our office to obtain a *Wisconsin State Assembly Facility Use Permit Application*. Permits are also available on our website at <http://www.legis.state.wi.us/assembly/asgt/> (click on Facility Use > Other Event Permit). This is also where individuals interested in using a room can check the availability of a particular calendar date (click on Room Schedule > Request a Room). A permit accompanied by a post-dated deposit of \$750 must be completed and returned to our office within a reasonable amount of time before the event. (Applications must be filed at least two weeks in advance for use of the Parlor and Chamber.) The deposit will be returned after all applicable fees have been paid after the event. Checks are accepted.

Our staff must supervise any event outside of our normal working hours (after 5 p.m. on weekdays and on the weekends). It is the

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responsibility of those using the facility to pay for usage outside of normal business hours (a minimum of three hours). No after building hours use is permitted, nor is food or beverage allowed in the Assembly Chamber and Parlor, and furnishings are not to be moved without expressed prior permission.

The applicant is responsible for cleaning and picking up debris and litter. If a room is not satisfactorily cleaned, Capitol Buildings and Grounds will be compensated for cleaning that room at a charge of a minimum of three hours labor. In some circumstances the Capitol Police may also seek reimbursement for security provided. Additional information and details regarding the use of these rooms are outlined in the permit application.

Biennium Information

Every biennium there are a number of events that typically only take place during a certain times of the biennium. These include delivery of large Legislative documents, transferring offices between locations, reallocation of furniture, and door lettering. The following information is provided to help explain the process for each event.

BIENNIUM DELIVERIES

WISCONSIN BLUE BOOKS



Each biennium every Legislative office is allocated a set number of *Wisconsin Blue Books* in accordance with Statute 35.84. The shipments usually arrive in October of even number years. Notice will be given of the expected dates of delivery. The statutes currently stipulate 350 *Blue Books* per Representative.

Typically these books are delivered in a series of 3 or 4 deliveries (to be split between the Senate and Assembly). At each delivery we will ask for a signature verifying receipt when we distribute the books.

We know that when they first arrive everyone is eager to receive copies. In an effort to be fair, when the initial shipment comes in we will (as in previous years) attempt to distribute the books equally among the members. That may mean that your first allotment is only 50 or 100 books, but at least every office will be receiving some. And although this adds substantially to the number of trips we have to make, it gives all the members access to these highly sought-after books.

HARD COVER AND SOFT COVER STATUTES

Each biennium every legislator receives a copy of the hard cover and soft cover *Wisconsin Statutes* in accordance with Statute 35.84. We will ask for a signature verifying receipt when we distribute these books, usually in January of odd-numbered years.

DOOR LETTERING



The Sergeant's staff is responsible for door lettering. All legislators are entitled to free door lettering. However, there is a six-dollar charge for each name of legislative staff (optional) on the door. This charge will include the word "STAFF:" (when not already there). Rates are subject to change.

Door lettering must be uniform throughout the Capitol. Only one style and size of lettering is available: one inch for Representatives and three-quarters inch for staff. All names or titles are formatted using the following formula:

Representative + First Name + Last Name

Only committee chairs, vice chairs and finance members are allowed to include their committee assignments on their door. For example:

Representative Pat Doe

Chairperson, Education Committee

Periodically throughout the year it may be necessary to update members' door lettering. When doing this we will try to combine any necessary changes into one order to be cost effective. Contact the Sergeant's office should you have specific door lettering requests or concerns.

FURNITURE



FURNITURE REQUESTS

Any requests for additional office furniture, for office furniture to be arranged, or for a change of office should be made early in the biennium. The request should be made in writing to the Assistant

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Majority or Assistant Minority Leader; whichever is your appropriate party leader. Please be as specific as you can in your requests. Remember, there is no guarantee that requested items will be available.

Furniture supplies are limited, and decisions will be determined by your leader. To limit wear and tear on the furniture the general practice has been to keep furniture within the existing office. Typically decisions are based on leadership first, then seniority, with consideration being given to offices missing items or with a shortage of items. Your leader maintains a request list so that if additional furniture items become available they can be given to the appropriate office according to the list. All questions on this procedure should be directed to the appropriate party leader, since they are the ones who decide furniture allocation.

Once a complete list is compiled for office furniture requests and for offices that want furniture rearranged, our staff will come and take care of the moves.

Finally, state furniture cannot be removed from the building. The Sergeant's office will conduct periodic inventories of furniture in the Assembly.

FURNITURE MAINTENANCE

In 2011 the existing legislators' chairs in the Chamber and offices underwent an extensive repair process. In order to keep these chairs in good condition a regular maintenance contract was established.

The Sergeant's office will coordinate with affected offices to arrange for this biennial cleaning. Should a repair be needed, please bring it to our attention beforehand. This will allow us to contact the company so that they can bring the proper tools and equipment to make the repair.

TENANT POLICIES

The Department of Administration is responsible for keeping the Capitol in good working order. As tenants in the building we are responsible for following the guidelines set for occupancy. The following link has the complete tenant's manual:

<http://www.doa.state.wi.us/Documents/DFM/Building%20Tenant%20Manual%20Updated%20January%202013.pdf>

One aspect of the manual to be aware of is that for posters and pictures (page 10, section V, C):

Do not mark, paint, hang, or affix anything to the walls, windows, doors or elevators. Affixed items that deface the surface of the building will be removed and costs will be charged to the building occupant's agency. *No signs, displays, banners or similar items shall be visible through exterior windows of the State Capitol Building.*

Procedure for Placement of Pictures/Posters. Building Management staff will hang pictures, posters, etc., in the appropriate place and with appropriate hooks. Contact your Agency Coordinator for a Request for Building Services form.

Posters/Announcements/Notices. Posters and announcements are not to be placed in public areas without specific permission from Building Management or the Capitol Police. Bulletins, notices, posters, articles, pictures, etc. shall not be attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by Building Management. Building occupants must utilize bulletin boards for information dealing with state permitted activities. Contact Building Management for easels to post notices of authorized functions.

OFFICE MOVES

Every biennium in coordination with the Assistant Majority and Assistant Minority Leaders our office assists in moving offices. In late November/early December a timetable for office moves will be established.

Offices are responsible for packing items they would like moved by their scheduled move date. If moves go faster than anticipated, you may be asked to move sooner (morning rather than afternoon). Failure to be packed by your scheduled time could result in the office having to move items themselves with limited resources and having to pack while another office is moving into the

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current location. Please plan ahead. The Sergeant's office has boxes and tape available for office moves. Please request these in advance of your move and return the flattened boxes when the move is complete so that the boxes may be re-utilized. We are happy to pick them up.

In order to accomplish all of the office moves in the scheduled time frame **there will be no furniture rearranging during office moves.** These types of requests will be completed after all offices have been transferred to their new locations. We are happy to schedule a time to re-arrange furniture after the general moves have been completed.

DOA OFFICE ALTERATION CHARGES

If physical alterations need to be made to an office the Chief Clerk's office (266-1501) can arrange for these services, and will charge the office for any billable services.

Should the furniture re-arrangement require moving or covering an electrical box ("dog house") DOA Capitol Maintenance will need to be contacted; there is a cost associated with this work. Depending on what needs to be done this can take anywhere from an hour to a couple of days. Additionally if you need to have any holes touched up from the previous owners' wall hangings, photos, etc., DOA will do all patching and repainting. There is a cost for this work as well.

DOA has now instituted a picture hanging procedure for Capitol offices. Because of damage by nails and continued patching and painting of the wall, all future hangings will be done by a suspension system from the crown molding when available. This procedure will only be instituted when a member moves offices. DOA will provide the suspension rods at no charge for hanging of large items. Labor is charged separately. 3' x 4' or 3' x 5' fabric covered boards to accommodate numerous smaller items (plaques etc.) are available. Contact the Chief Clerk's office for current pricing. Costs are office account deductions.

EQUIPMENT AND KEY EXCHANGE

Label your computer and hard drive. They will move with you to your new office. The Legislative Technology Service Bureau (LTSB) will take care of that for you. Please remove any notes or post-its from your monitor in case they get exchanged in the move. If you are leaving your current office and transferring to a different legislative office you will have to submit a "Data Disposition Form" prior to the move. Please see the LTSB website for more information.

During office moves, telephones will be moved by technicians. When moving, the Sergeant's office will contact the Chief Clerk to have the phones transferred. The Chief Clerk's office will be in touch with you about phone desk locations and hookup schedule. All phones should be labeled (masking tape works) with the Representative's name, your name, and office room number you are moving to.

Your office and hall keys should be returned to the Chief Clerk's office. Do not give them to the new occupants. Also contact the Chief Clerk if you need additional keys. Keys will only be provided to full-time employees, not to interns.

Do not throw away surplus office supplies. Either leave them for the new occupants or contact the Assembly Sergeant's office to have them picked up. The Sergeant's office can also use leftover envelopes. The Chief Clerk's office can use leftover maps, and the tour desk will take any remaining *Blue Books*.

PHONE AND COMPUTER REQUEST POLICY

Service requests for voicemail, phone lines and phone service should be addressed to the Chief Clerk's office. Requests for additional computers should be made to Legislative Technology Service Bureau. (LTSB). Computer maintenance or program concerns should be addressed to LTSB.

Mail



The Assembly and Senate mailroom work cooperatively in room B10 West. Should you have specific questions regarding a particular postal item, please contact Chuck Johnson at 266-1006.

CAPITOL ADDRESSES – P.O. BOXES

The Legislative mailing addresses for State Representatives are based on the first initial of their last name:

- **A-L:** P.O. Box 8952
- **M-Z:** P.O. Box 8953

The Zip Code for all Representatives is 53708. If you would like to include your room number on your address it should be placed above the P.O. Box.

DELIVERY ADDRESS

The delivery address for the Capitol building is:

- **Risser Justice Center:** 17 West Main Street, Madison WI 53703

This is where the loading dock for the Capitol is located. Use this address when sending something Fed Ex or UPS. This address is not used for mail, only for deliveries.

IN-HOUSE MAILROOM DISTRIBUTIONS

If you would like something distributed to other members in the mail, make sure it is in the mailroom in time to make the appropriate mail run. The distribution should be there before 8:30 a.m. to make the morning run, and before 10:30 a.m. to make the afternoon run. If you have any questions or concerns, please contact our office.

INCOMING MAIL DELIVERY

Incoming U.S. mail is received and distributed twice daily by the Legislative Mailroom. The Legislative Mailroom distributes legislative and non-legislative materials for offices. The morning delivery is between 9:00 a.m. & 11:00 a.m., the afternoon delivery is between 1:00 p.m. & 2:30 p.m. Monday's mail delivery is somewhat delayed due to additional weekend mail.

OUTGOING U.S. MAIL

Offices should place their outgoing U.S. mail (with an accompanying mail slip) in one of the numerous mail baskets located throughout the Capitol. This "non-rush" mail is picked up twice a day, once in the morning and once in the afternoon. Call the mailroom at 6-5837 to find out the location of a basket closest to your office. NOTE: Do not put large numbers of *Blue Books* in these baskets. Contact our office to hand deliver them to the mailroom.

PICKUP TIMES FOR OUTGOING U.S. MAIL

The last DOA pick-up for outgoing U.S. mail is at 2:15 p.m. Any mail that needs to be out by the end of the day must be delivered to the mailroom by 2:10 p.m. so that it can be transported to the Capitol Mail pick up point. Call the Sergeant's office if you have missed the afternoon deadline for basket pickup.

QUICK REFERENCE MAILROOM DEADLINES

Deadline for In-House Mail Distribution	8:30 a.m. for morning delivery 10:30 a.m. for afternoon delivery
Deadline for Outgoing Pickup (basket)	1:00 p.m. to be processed that day
Deadline for Outgoing Mail (mailroom)	Call Sergeant's office by 2:10 p.m.
Mail Delivery Times to offices, between	9:00 -11:00 a.m. & 1:00 - 3:00 p.m.

* Monday's morning mail delivery is somewhat delayed due to additional weekend mail.

SENDING A PACKAGE FED EX

The mailroom can provide you with envelopes when something needs to be sent Fed Ex. Contact the mailroom at 6-5837 or 6-1006 for more information.

BULK MAIL

In order to qualify for the cheaper bulk mail postage rate, your mailing must contain at least 200 pieces of identical mail. The current rate is 37 cents for these bulk pieces, subject to change. The Post Office schedules rate increases in January. To find out the current rate of postage for any type of mail, or requirements that must be met for rate reductions, contact Chuck at 6-1006.

MAILING *BLUE BOOKS*

When mailing *Blue Books*, there are several things to be aware of:

- Every box must have a postal and a return address.
- *Blue Books* must be accompanied by two-part mail slip. One part of the slip is sent with the books, and one is kept in our office to verify the charges assessed by DOA.
- The Post Office also requests that addresses be typed, not handwritten
- Depending on the number of books to be mailed, the cost per book will vary.
- Every box is required to have a DOA bulk mailing indicia placed in the upper right hand corner to receive a reduced rate.

Large shipments will be loaded into mail carts and placed on the Risser Justice Center loading dock, where DOA will pick them up (twice daily) and ship them directly. For these pickups, the top portion of the mail slip should be placed on top of the cart in an inter-departmental envelope labeled "DOA" for easy accountability.

Small shipments of *Blue Books* (15 or fewer) can be sent to the Legislative Post Office for processing. If you have a small number of books that need to go out *that are not time sensitive*, we will hold on to these and send them out with other books to get the reduced rate.

The current special bulk rate for mailing out *Blue Books* is \$3.20; the media rate is \$4.50, and the approximate priority mail rate is \$6.80 to \$7.00. These prices are subject to change. If you are interested in sending multiple books *to the same location* packaging them together should save postage. Contact Postmaster Chuck Johnson (266-1006) with any questions.

An original of the DOA bulk mailing indicia (with the permit number) in a 3-up label format, was emailed to legislative offices at the beginning of the term, along with the two-part *Blue Book* mail slip. Should you still need these originals, however, contact our office.

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NOTE: Often, immediately after the *Blue Books* arrive, the DOA Post Office gets overwhelmed with outgoing books and they cannot process them fast enough to keep up with the demand for mail carts. Please be patient. The Sergeant's office will deliver carts in the order the requests were placed.

MAILING PACKAGES

On occasion your office may mail out bulky items (citations, information requests, etc.) Before placing items out to be transported to the mailroom, we ask that all items be properly packaged for mailing (packaged, sealed, addressed— including return address applied). Please contact our office to request mailing supplies. Preparing and labeling the package in advance lessens the chance of the item being mishandled and helps ensure proper delivery.

OUTGOING U.S. MAIL CHARGES

At the end of the month the mailroom supervisor will compile the costs of your letters, *Blue Books*, and packages that you send out. This information is then forwarded to the Chief Clerk's office for billing purposes.

MAIL COMPATIBILITY GUIDELINES

There are also some standard guidelines to increase compatibility of mail pieces. These include font guidelines for Automation Compatibility. Automation Compatibility allows the Department of Administration (DOA) to efficiently presort the first class mail. The recommended font for compatibility is Courier New, 10-12 CPI (Characters Per Inch). This font equally spaces characters, which allows automated readings. No portion of the address should be underlined or bolded, and the font should be consistent throughout the address. All caps is the preferred format.

Company, titles, and names should all be reserved for the top two lines. The last two lines are the most important to insure accurate delivery. The second from the last line should contain the Street Address, Rural Routes, or Post Office Box number and must be contained on one line. Suite, apartment, and room number should always be used when available. These numbers should be found either in the first two lines or at the end of the second from last line (not below).

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Abbreviation marks (periods) and commas are not necessary. The last line is reserved for the City, State, and ZIP code information. Include the four-digit add-on ZIP when possible and do not put the Zip code on a separate line.

Most of us are aware of directional abbreviations: N – North, S – South, E – East, W – West. In addition there are approved street abbreviations: ST – Street, AVE – Avenue, LN – Lane, PL – Place, RD – Road, CIR – Circle, RR – Rural Route; and room abbreviations: RM – Room, STE – Suite, APT – Apartment, BLDG – Building, DEPT – Department.

Below is an example of the preferred address format:

CHRIS SMITH
DEPT OF COMMERCE
1234 N 19TH ST
MADISON WI 53704-1234

NOTE: The Sergeant's staff is NOT able to deliver bulk mailings to the Post Office since we do not have access to a state vehicle. With proper notification DOA Mail Services will pick up bulk mail with the afternoon pickup and deliver the mailing directly to the Post Office for us after completing its normal routes.

Newsletters



The Sergeant's office can assist in the processing of postal patron and first class mailings. The information below is presented as general guidelines for the newsletter process.

GENERAL POSTAL REQUIREMENTS

The Postal Service automated systems have strict requirements on the users of bulk mail services. Please observe the following postal requirements as you design your newsletter:

- You need 200 identical pieces of a mailing to qualify for bulk rate postage.
- Accurate permit numbers must be printed on the upper right hand corner of every newsletter.
- The graphic artist and mailroom will determine which, if any mailing indicia will be used after your mailing list is finalized

POSTAL COSTS

The preparation of the database from which the mailing addresses are derived is the most critical factor in obtaining a postal rate. To qualify for the lowest rate all mailings must be Coding Accuracy Support System (C.A.S.S.) certified. Legislative Technology Service Bureau's Technical Support, 267-9528, can assist with completing this certification process.

ASSEMBLY SERGEANT AT ARMS

This Postal Patron application is designed to match postal regions and addresses (when applicable) to the most recent postal information so that it meets all mailing requirements. This should be accomplished a week prior to ordering the printing of a newsletter to help determine the actual cost.

Please note that not all addresses in your existing database may meet the requirements. LTSB support staff will correct as many of these errors as possible. However, portions of the mailing may require higher postal rates.

Due to changes in postal regulations newsprint/tabloid pieces may only be processed through a postal mail house such as Capital Mailing Systems or JHL Mailing. For more information on these rates please contact the Chief Clerk's office.

POSTAL PATRON GUIDELINES

Postal patron mailings are sent to entire postal areas rather than individually addressed constituents. The Sergeant's staff is available to assist with processing of postal patron (non-newsprint) newsletters. Capital Mailing Systems or JHL Mailing can also process postal patron mailings (contact the Legislative mailroom, 266-1006 for rate information).

Please notify the Sergeant's office if you are planning on our help with the newsletter. When you contact us you will be added to our project list. Assuming all the necessary paperwork has previously been sent and is complete, projects are completed in the order they are requested. In March and April of even numbered years, this list can get quite lengthy and early notification helps ensure your project's timely completion.

ASSEMBLY SERGEANT AT ARMS

When contacting our office, please inform us of:

- When the newsletter is going to the printer
- Estimated completion/arrival date
- If your newsletter is time sensitive
- Number of pieces
- When the postal patron list and labels will be available (these need to arrive at least one day prior to the newsletter's arrival)

The postal patron list and labels are acquired from LTSB and should include:

- A complete list of all cities, ZIP codes and Carrier Routes, Rural Routes and P.O. Boxes within each ZIP code.
- The corresponding number of newsletters required for each route
- Pre-printed labels corresponding to the route lists that meet mailing requirements (prepared by LTSB)

Preparing the Mailing

PLANNING

The Representatives and staff create the newsletter contents. During this process the offices should consider the type of newsletter they want to send. For example:

- Will the mailing be sent postal patron, individually addressed, or a newspaper insert?
- How many newsletters are to be sent, and at what cost?
- What kind of timeline to expect (design, printing, processing)?

ASSEMBLY SERGEANT AT ARMS

Next the office works with the graphic design staff to compose the newsletter. There are many postal regulations for size and design to be considered when composing the newsletter. The Chief Clerk's staff can advise you of mailing designs and requirements. If an odd-size piece is being considered the Post Office should be consulted.

MAILING LISTS

Mailing lists should be compiled. Quite often this is done from existing databases and lists. If you are unfamiliar with how to compile a list, LTSB staff can assist. Preparation of the database is the most critical factor in obtaining favorable postal rates. To qualify for the lowest rate, all mailings must be C.A.S.S. certified. This should be accomplished in advance to help determine the actual cost.

PRINTING

The Wisconsin Constitution requires that all printing be done by the lowest bidder. A different printer may be used if the price is equal to or less than the state contract. Anything above the state contract lowest price must be paid for out of pocket (not office account) by the legislator.

DELIVERY

As your newsletter is being planned and produced, please contact Chuck Johnson in the mailroom (6-1006) to determine where and by whom the newsletter is to be shipped. The Sergeant at Arms is unable to transport newsletters from one location to another.

NOTIFICATION

Where applicable (consult with Chuck in the mailroom to find out), the Sergeant's office should be notified as soon as possible so it can be scheduled for processing. Please include the necessary paperwork.

PROCESSING

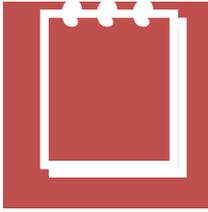
When newsletters arrive we will complete requests in the order they were requested (assuming the necessary paperwork has arrived in advance). If there are numerous late arrivals (in April), there is the possibility of not having the necessary staff to get the mailing out by the final pickup. We attempt to meet all requests, but the earlier newsletters have a much better chance of meeting the mailing deadline. We work very hard to process the newsletters as efficiently and accurately as possible, however in the final days there are limits to what we are able to accomplish.

PACKAGING

Once the Newsletter is processed it is bagged, tagged, and transported to the Central Post Office by DOA Mail Services. Bagging and tagging can take several additional hours. The mailing includes certification information and detailed paperwork that corresponds with the individual trays and carts (this is required by the Post Office and is used to determine each cart's weight) so when the mailing leaves the Capitol it is ready to be mailed out.

TRANSPORTATION

DOA transports the mailing to the Post Office and receives verification of the mail-out date. The Assembly Sergeant's office does NOT have a vehicle available for transporting newsletters. We rely on DOA personnel picking up the completed newsletters when they pick up outgoing mail (at 2:15 p.m.). Again, if there are numerous late arrivals (in April of even numbered years) there is the possibility of not having the truck space to get mailings out by the final date.



CONTACTS AND ROLES

CHIEF CLERK ACCOUNTS 17 WEST MAIN	Julanne Riley 266-3826	The Chief Clerk's Office should be contacted prior to any bulk mailing to verify the requirements and to make arrangements for the newsletter's printing and processing.
GRAPHIC ARTIST - DEMOCRATIC 323 WEST	Tyson Purcell 264-8603	Can assist offices with newsletter layout and design.
GRAPHIC ARTIST - REPUBLICAN 17 WEST MAIN	Jennifer Taylor 264-8395	Can assist offices with newsletter layout and design.
LTSB – TECH SUPPORT	Support Staff 267-9528	Can assist in preparing mailing data for certification.
LTSB – TARGET MAILING	Carlos Conti 283-1818	Can assist with targeted mailing address preparation.
LTSB – GIS 17 WEST MAIN	Grace White 266-6640, ext. 1	Can assist in preparing postal patron mailing preparation.
MAILROOM B10 WEST	Chuck Johnson 266-1006	The mailroom is responsible for bagging, tagging, and arranging for newsletter pickup. They order Post Office mailing supplies for processing and can answer postal related questions.
SERGEANT AT ARMS 411 WEST	Patty (Neerland) Schroeder 266-1503	The Sergeant's office can process postal patron and first class projects. Advance notice is needed for upcoming mailings, so that we may prepare the necessary materials.

Commodities, Services and Equipment



There are a number of resources available to Legislative offices. Some of the more frequently requested ones are outlined below.

ACTIVITY BOOKLETS

As a cost-effective alternative to the “How a Bill Becomes Law” (HABBL) booklets, the state has printed a black and white newspaper activity book for school children visiting the Capitol. Please contact the Sergeant’s office to obtain copies.

BILL FOLDERS

The Assembly provides each legislator with a set of district bill file folders labelled by district. Once you are settled into your legislative office, bill folders will be delivered. Returning legislators continue to use their district’s file folders until they are in need of replacement.

BLUE BOOK MAILING BOXES

Our office supplies cardboard mailing boxes used to mail the *Wisconsin Blue Book*. The cost of a *Blue Book* mailer is approximately **\$0.25** cents per box. Contact our office if you would like to place an order for these mailers.

“CAPITOL HEADLINES”

“Capitol Headlines” is published twice a week by the Legislative Reference Bureau (LRB) and is distributed electronically and through the in-house mail system on every Monday and Thursday. According to LRB, the goal of “Capitol Headlines” is “to provide a comprehensive and balanced summary of news articles on issues of legislative and statewide concern in a convenient format.”

Selected articles from nine state newspapers are included in each issue along with relevant articles from other sources on occasion. These articles are scanned into an electronically archived database and are copied for duplication and distribution. “Capitol Headlines” is compiled by Vicki Enright, who can be reached at 261-4451.

CITATIONS

Our office is available to frame your citations. Currently the size and cost for an 8 ½” x 11” wooden plaque is \$7.30 for a plaque. Seals and ribbons can also be furnished for an additional \$0.10. Citation mailers are also available for \$0.60 a piece.

DISTANT DELIVERIES

For long-distance errands outside the Capitol Square, messengers do not have access to the use of a state car. Please consult the agency beforehand to determine if faxing or scanning the item is possible. If there is no other means of sending an item contact the Chief Clerk’s office to arrange for a private courier service pickup.

DRY CLEANING

Block Cleaners will pick up and deliver dry cleaning Tuesday and Thursday around 11:00 a.m. The pickup and drop-off site is located behind the door in Room 110 North in the Capitol (the first floor North copier room). Since this service is infrequently used the cleaners should be contacted to let them know you have a pickup (255-6487). This service is available to all legislators and staff at a 10% discount. This is considered a personal errand and messengers are unable to transport dry cleaning to or from an office.

FLAGS – UNITED STATES AND WISCONSIN

United States flags and Wisconsin state flags are available for purchase from the Chief Clerk. A set of display flags for your office can also be ordered (from your office account) by contacting the Chief Clerk. Questions regarding flag prices and availability should be directed to the Chief Clerk.

The Sergeant's staff is available to fly flags over the Capitol. Certificates to accompany each flag are available through the Chief Clerk or Sergeant's office. The Governor's office is responsible for determining when flags should be flown at half-staff. All questions regarding this issue should be directed to the Governor's office.

PROTOCOL FOR DISPLAYING FLAGS

The basic rule for civilian display of the flag of the United States is that it should be equal to, or in advance of, any other flag. In addition, the American flag should be placed at the speaker's right as he/she faces the audience, and the Wisconsin flag should be displayed to the speaker's left.

"HOW A BILL BECOMES LAW" BOOKLETS

Every year the Assembly publishes "How a Bill Becomes Law" booklets (HABBLs). These publications are available for purchase at \$0.20 each. You may request them by contacting the Sergeant's office at 266-1503.

PARKING

Once elected each legislator is entitled to a parking space. The Assembly Sergeant's office is responsible for assigning Assembly parking. There are parking spaces around the Capitol concourse and driveways, and GEF I (201 E. Washington St.)

Parking Assignments

Parking spots are assigned at the beginning of the biennium. Once legislative leaders' have chosen parking stalls, the Sergeant's office will

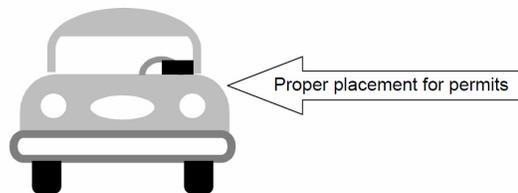
ASSEMBLY SERGEANT AT ARMS

follow seniority order when making parking assignments (with consideration for disabilities.) Incumbents may keep their present stalls.

Weather conditions and special Capitol events (farmer's markets, etc.) should be considered when selecting a preference. As Representatives with seniority choose different stalls, other spaces become available. The Sergeant's office will do our best to match freshman stall characteristics as choices are made, however please bear in mind that the more premium spots are typically taken by senior Legislators.

Parking Permits and Access

Parking sticker and temporary passes may be obtained from the Sergeant's office. These should be placed in the dashboard window on the driver's side. When stalls or stickers change old stickers should be removed and replaced with the currently-issued permit.



Representatives who park in GEF 1 will be assigned a garage door opener. These are to be returned to the Sergeant's office (when no longer in use). Staff who are approved to use their Representative's stall may obtain an opener from the Capitol Police. There is a fifty dollar refundable deposit the department requires. Contact Anne in the Sergeant's office to obtain a copy of the Capitol Police opener agreement.

Parking Enforcement

Capitol Police are in charge of parking enforcement both on the Capitol square and in GEF. Should a problem arise with parking in your designated location, please contact their non-emergency number 266-8797 to see what accommodation can be made. (Please have your stall number and license plate information available.)

Should a parking problem wrongfully result in ticket issuance, the Capitol Police do have a ticket appeal process. You can find a link to the appeal form on the Capitol Police Department Home Page:

<http://www.doa.state.wi.us/Divisions/Capitol-Police/Capitol-Police-Operations>

ASSEMBLY SERGEANT AT ARMS

Below is a map of the area parking ramps.



Source: City of Madison website: <http://www.cityofmadison.com/parkingutility/maps/documents/downtown.pdf>
For current rates schedule visit: <http://www.cityofmadison.com/parking/allRates.html>

STAMPS REQUESTS

In 2003 stamp usage was discontinued and all mail is metered at DOA. Questions regarding the stamp policy may be directed to the Assembly Chief Clerk. When sending out mail, please have the appropriate mail slip attached. Our office has copies of the mail form if needed.

STATE HIGHWAY AND WALL MAPS

The Department of Transportation (DOT) – Division of Document Sales supplies state highway maps and state wall maps for legislative distribution. The maps are revised every two years, in the even-numbered years.

Typically DOT will circulate a memo requesting orders for state highway maps. Legislative offices may order 500 highway maps. For state maps, after the initial shipment, offices must call the DOT directly at 246-3265 to order. The Sergeant's staff **does not** keep a supply on hand.

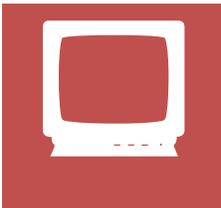
To order wall maps, an order form (available on the Sergeant's website at <http://legis.wisconsin.gov/assembly/asgt/> - click on Office Documents > Wall Map Order Form) must be filled out and either faxed (246-5632) or e-mailed (mgt.dbm@dot.state.wi.us) to the DOT directly.

Once the shipments arrive, the Sergeant's staff is responsible for their delivery. Call our office if you would like us to label your maps. Please keep in mind that our office receives numerous requests for labeled maps and there may be a slight delay between the request and their completion.

TELEPHONE BOOKS

Each year the Assembly receives a shipment of Madison phone books. When these arrive, the Sergeant's staff will distribute them to the members of the Assembly. Usually there is one book allocated for each full-time employee. Contact the Chief Clerk's office to order additional or other telephone books.

EQUIPMENT



OFFICE USAGE AGREEMENT

The Assembly Sergeant's office has various equipment (described below) available to loan to legislative offices. It is the policy of the Sergeant's office that all equipment loaned out must have a usage agreement form signed.

ASSEMBLY SERGEANT AT ARMS

The agreement states, "I understand that I am responsible for this piece of equipment and that my office account may be charged if not returned or if returned in damaged condition."

The form asks for the following information:

- Office
- Name
- Signature
- Address
- Date received
- Date returned
- Check boxes for "returned in good condition" or "assess damages"

It is appreciated if items borrowed get returned in a timely fashion, so that they are readily available for everyone's use. Please contact our office (266-1503) to obtain any equipment listed below, except for PowerPoint projectors (contact LTSB).

CARTS AND RECYCLING BINS

The Sergeant's staff has a supply of carts and dollies available for legislative use. Contact our office if one is needed. The Sergeant's office can also obtain recycling bins from Building and Grounds if needed.

EASELS

We have several easels available for use. If an easel is needed for a legislative committee, please notify our office when you reserve your hearing room. We will reserve one and have it at the hearing.

PODIUMS

The Sergeant's office has a small wooden table top podium and a portable tabletop podium with a built-in microphone available for legislative business use.

ASSEMBLY SERGEANT AT ARMS

PRESENTATION EQUIPMENT

LTSB (267-9528) has the equipment necessary for PowerPoint presentations. (The only Assembly room that is equipped with a projector built in is the Joint Finance Room, 412 East.) Most committee rooms have Wi-Fi available, but LTSB can also activate internet jacks for Legislative users in the Assembly hearing rooms upon request.

TELEVISIONS

The Sergeant's office has two televisions available for use by the legislature. NOTE: There is no cable hook-up in any Assembly Hearing Room.

VIEWING SCREENS

The Assembly Sergeant at Arms' office has two portable viewing screens available on a first-come, first-serve basis.

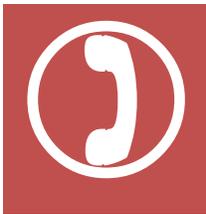
NOTE: In the Assembly round hearing rooms (225 NW, 328 NW, 300 NE, 415 NW, 400 NE) it is often suitable to project onto the wall of the hearing room, allowing for increased visibility.

WHITE BOARDS AND MISCELLANEOUS

The Sergeant's office has a whitewash board, a chalkboard, and a paper cutter available for office use. Markers and erasers are also available upon request. There are also some smaller items available as supplies such as staplers and envelope moisteners.

Phone Services

In the Legislature, voicemail and the ability to forward calls to another phone number exist. The Legislative Hotline is also a number constituents can call to find out who their legislator is.



FORWARDING CALLS

To forward your calls to another office the phone lines need to be programmed. If your phone lines are not already programmed to the number you wish to forward to, follow the steps listed below (office phones may be programmed to go to voicemail by default):

- Lift handset, and depress the CFV button
- Dial * + 118 to deactivate
- Dial * + 135, and listen for dial tone
- Dial the telephone number, and listen for confirmation tone (only the last 5 digits are necessary for state numbers)
- Hang up
- Press CFV button (on every phone)

NOTE: To forward a call outside of the state system, the sequence is “*+135+“8”+ seven-digit telephone number. If forwarding to calls outside of the 608 area code, you must dial “*” + 135 + “9”, followed by “1”, area code and seven-digit number.

These steps must be followed for each individual phone line in the office. To activate, press the CFV button and the light will turn on. Once the light is lit, the service is activated. This needs to be pressed on each phone you

are forwarding. To deactivate it, press the CFV button again. When the light is off, the phones are no longer forwarded.

WISCONSIN LEGISLATIVE HOTLINE



The Wisconsin Legislative Hotline is located in the Assembly Sergeant's office. Our employees staff the Hotline. The Hotline provides constituents with information pertaining to the legislature, such as their district numbers, the names, addresses, and phone numbers of their state representatives and senators, and whether or not the legislature is in session.

HOTLINE TELEPHONE NUMBERS

- **Local Line** (Madison area):.....266-9960
- **Toll Free Line**:.....1-800-362-9472

NOTE: Calls cannot be transferred to legislative offices.

HOTLINE REPORT

Inquires received at the Hotline are tallied once a week and sent out to legislative offices. Should you have questions or concerns about the Hotline please feel free to contact us.

VOICEMAIL SERVICE

Voicemail service is available to Legislative offices. For questions about this service please contact the Assembly Chief Clerk's office. Below are some general voicemail instructions.

How to ACCESS

Call your **voicemail access number**

From your **desk**: 4-6300

Enter your PIN

From **another desk inside the system** (Capitol): 4-6300

Press the * key

Enter your ID - 10 digit mailbox (phone) number

Enter your PIN

From **any other phone**: (608) 264-6300 or toll free (800) 862-4594

Press the * key
Enter your ID - 10 digit mailbox (phone) number
Enter your PIN

VOICEMAIL SHORTCUTS

ACTION	NUMERICAL
RECORD NAME	432
CHANGE PASSWORD	431
RECORD GREETING	
PRIMARY	4131
ALTERNATE	4132
-BUSY	4134
-INTERNAL	4135
RETRIEVE MESSAGES (REPEAT)	1
SAVE MESSAGE	2
DELETE MESSAGE	3
REPLY	4
FORWARD	5
MARK AS NEW	6
REWIND (3 SECONDS)	7
PAUSE MESSAGE	8
MESSAGE PROPERTIES	9
SKIP MESSAGE/SUMMARY	#
BACK TO PREVIOUS MENU	*

Additional detailed information on telephone operation is available in the *Assembly Policy Manual* (including conferencing a call, six-way conferences, transferring calls, forwarding calls, and telephone policies.) This *Policy Manual* section can be accessed on-line in the *Office Logistics* portion of the manual on the Chief Clerk's website.



Security

Capitol Police

LOCATION & PHONE NUMBERS

The Capitol Police Department is located in the basement of the Capitol's north wing, room B2 N. Contact numbers are:

- **Police Dispatch**.....6-7700
- **Non-Emergency**.....6-8797

BUILDING HOURS AND ACCESS

The following are the building hours established by the Capitol Police:

- **8:00 a.m. – 6:00 p.m., Monday – Friday***
- **8:00 a.m. – 4:00 p.m., Saturday and Sunday**

* When the Legislature is in session the building can be accessed after hours and on weekends at the Martin Luther King Jr. Boulevard entrance. Representatives and legislative employees can gain entry to the Capitol outside of these set hours by obtaining a fob (access card) from the Assembly Chief Clerk's office. Fobs will allow after-hours entrance on the ground floor at the Martin Luther King Jr. Boulevard Wisconsin Avenue, East and West Washington Avenue entrances. For the Assembly, the same card can be used to access the GEF 1 parking garage.

CAPITOL EMERGENCIES

No two emergency situations are exactly the same. Having a good understanding of safety and security procedures and an ability to think on your feet are going to help in times of need. The Capitol Police are here to assist in keeping everyone in the Capitol safe. As employees in the building there are a number of things we can do to help maintain safety in our workplace as well. Some of these include:

- 1) Familiarize yourself with the Safety and Security Guidelines for the Building. Know what to do in an emergency including where your meeting locations are for various emergencies.
- 2) Establish floor leader for evacuations. Including a phone tree, e-mail, and/or text tree to check on everyone's safety status.
- 3) Obtain and carry Capitol Police issued identification card (contact the Chief Clerk's office to schedule an appointment – bring along driver's license when scheduled).
- 4) Take part in safety training, such as that offered by the Capitol Police or the American Red Cross.
- 5) Familiarize yourself with where the AED, First Aid kits, areas of rescue, and fire pulls are located in the building, and also know who and how to contact for emergencies.
- 6) Prepare yourself for emergency situations at work and home. Have a plan and alternatives for actions when an emergency presents itself.
- 7) Know where duress buttons are located in your office and how to activate them. Take part in regularly scheduled testing.
- 8) Have emergency phone numbers easy to access (Capitol Police can provide stickers for phones).
- 9) Have an office assessment done to see how your workplace could be made safer.
- 10) Abide by building safety and fire codes.
- 11) Be aware of your situations and surroundings. Contact the Capitol Police as soon as something seems out of the ordinary or concerning. We all need to work together to keep our work environment safe.

CAPITOL GUIDELINES

In 2008, Capitol Safety and Security Guidelines were established for the Capitol. This manual was updated in 2014. It provides safety information and procedures for the building. It is important that building employees are familiar with protocols and procedures to maintain a safe work

environment. Some of the important information this document includes: evacuation procedures, weather emergency procedures, bomb threats, weapons incidents, workplace violence, unwanted visitor, lost child, suspicious letter or packages. Copies of these guidelines are located in the back of your Assembly Policy Manual.

DURESS BUTTONS

In 2012 duress buttons were installed throughout the Capitol Building in an effort to make the Capitol a safer workplace. Please familiarize yourself with where these are located in your office and hearing rooms. To activate the duress buttons in most offices they are lever activated. Hearing room buttons are activated by simultaneously pushing two buttons.

When activated a signal is sent to the Capitol Police dispatch center notifying them of the location to respond to. In any duress situation it is important to have alternative options.

DURESS BUTTONS TESTING

The Sergeant's office will be working with the Capitol Police to conduct routine test of the duress system to make sure everything is functioning properly.

The Sergeant's office along with a Capitol Police officer will make the rounds of the building going floor by floor communicating with the dispatch center as buttons are tested. This will also give Legislators and their staffs the opportunity to practice operating the buttons. Your assistance in these regular tests is appreciated.

FIRE CODE

The Fire Department periodically conducts onsite fire inspections in the State Capitol. The most common violation throughout the Capitol is utilizing power strips and extension cords for small appliances. Fire code prohibits powering appliance with extension cords or power strips, as appliances must be plugged directly into an outlet. Your assistance is appreciated.

FIREARMS AND WEAPONS POLICY

The State Capitol houses a number of different branches of government and each has its own policy on firearms. Firearms and weapons are not allowed in the office of the Capitol Police nor the Supreme Court. Below is the Assembly policy regarding carrying concealed weapons:

Assembly General Policy

Except as provided below, an individual may carry a concealed weapon in any space within the State Capitol that is assigned to the State Assembly or the State Assembly's members or officers, unless the individual is prohibited by law or Assembly policy from carrying the concealed weapon.

Assembly Representative Offices

An Assembly representative may post a sign in a prominent place near the public entrance to the office, stating a weapon restriction for that office. The Chief Clerk shall provide uniform signage for use by Assembly representatives under this policy.

Representatives interested in posting can contact the Sergeant's office to have a sign placed (on the lower left hand corner of the glass of the entry door.) The Senate policy is similar to the Assembly's, with additional prohibitions in their galleries.

SAFETY TRAINING

The Capitol Police conduct a Safety in the Workplace training that is designed to help keep people in the Capitol safe. All employees are encouraged to attend this training when it is offered and familiarize themselves with the Capitol Security and Safety Guidelines.

OFFICE ASSESSMENT

As a follow up to the Safety Training the Capitol Police can conduct individual office assessments for those interested in ways they can make their individual workplaces safer.

The Capitol Police have also offered training in potentially lifesaving CCR (Cardio Cerebral Resuscitation) with AED (Automated External Defibrillator) and are currently developing a “De-escalating Hostile Persons and Personal Protection” training.

SESSION

ASSEMBLY SERGEANT’S ROLE

During session, the focus of the Sergeant’s office shifts from assisting offices with their daily errands to assisting legislators on the Assembly Floor. As a result, requested office errands may unfortunately be delayed. We rely on legislative offices to understand and cooperate with this situation.

When the Legislature is in session the Sergeant’s office will have personnel designated to secure the Assembly Floor area. Our staff is also there to assist members and staff. On session days, the Assembly Floor is restricted to support staff (Chief Clerk, LTSB, Sergeant’s staff) and legislators. Legislative staff members are allowed in the Parlor, the Loggia and the Lobby (map follows). If a staff member needs to talk to a Representative or wants to send him or her a note we are happy to assist. Our staff is designated to stand at the center Parlor doors and the front door of the Chamber should you need assistance.

During a Call of the House, the Sergeant’s office will secure the perimeter of the Chamber area and also search for members outside the Chamber. During a Call we appreciate members’ cooperation and prompt return to the Assembly Floor.

RULES OF THE ASSEMBLY FLOOR



WHO’S ALLOWED ON THE FLOOR: Current legislators, constitutional officers, and former legislators (who are not lobbyists) are allowed on the Assembly Floor during session. In addition, legislative staff are allowed on the floor until a half hour before session begins and fifteen minutes after session adjourns.

When the Assembly is in recess (typically for the purpose of caucusing), we are still in session. During this time tour and school groups are asked to view the Assembly Chamber from the Galleries. Tour guides have been instructed on these procedures and have keys to access the Gallery areas for this purpose. Galleries are also secured while in recess.

We ask that members not bring groups onto the Assembly Floor during a recess. If you would like to show a group the Chamber we ask that you do so from the Assembly Parlor or Outer Lobby (and not actually enter the Chamber). Your cooperation and assistance in keeping all of the member desks and personal belongings secure is appreciated.

WHERE CONSTITUENTS ARE ALLOWED DURING SESSION: When the Assembly is convened in session, constituents visiting the Capitol are allowed to view the proceedings from the Assembly Gallery.

During regular session days (when the Outer Chamber is not locked down) a members of the public may visit the Outer Lobby of the Chamber when accompanied by a Legislator or legislative staff.

If a Legislator needs to step away from the floor to meet with a constituent they may do so in the Parlor as long as the guest is accompanied by the Legislator and/or legislative staff at all times and is not a registered lobbyist.

WHERE LOBBYISTS ARE ALLOWED DURING SESSION: When the Assembly is in session registered lobbyists can view the proceedings from the Assembly Gallery or in the Outer Chamber (when it is not locked down) and accompanied by a Legislator or legislative staff. We ask that lobbyists not be brought into the Assembly Parlor on session days.

WHERE PRESS CONFERENCES ARE HELD DURING SESSION: Press conferences cannot be held in the Assembly Parlor while the Assembly is in Session. One of the other hearing rooms can be utilized for a press conference while the Assembly is convened.

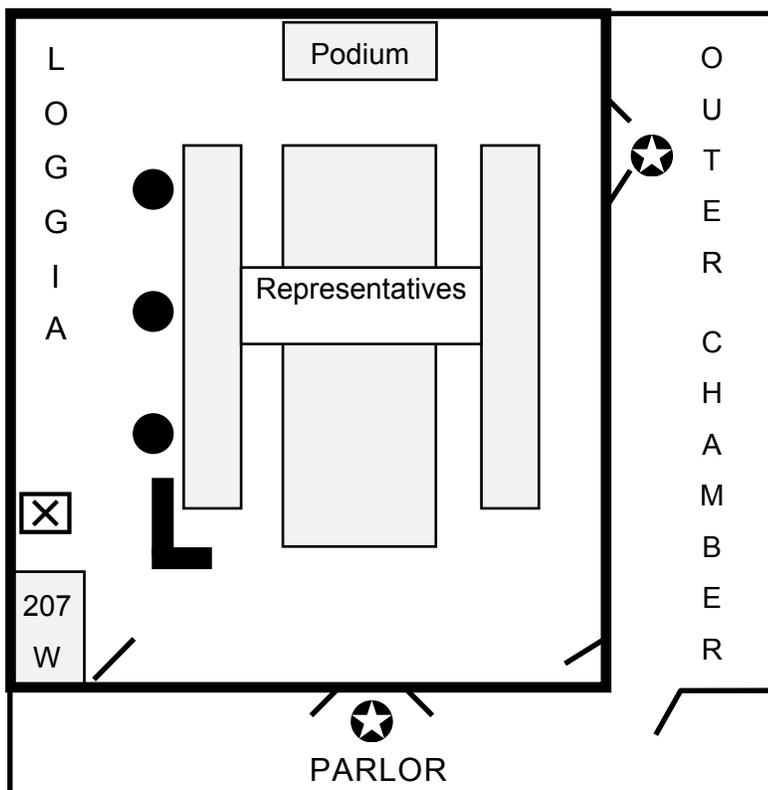
WHERE ARE PRESS ALLOWED DURING SESSION: In the Assembly Chambers there are designated areas for the media on the Assembly floor.* Should a Representative need to speak with a member of the media outside of the Chamber we ask that it not be in the Assembly Parlor and that if in the Outer Lobby that cameras not be pointed towards the Chamber while Session is in progress.

*Designated areas change to accommodate coverage on big media days, such as the State of the State.

WHERE STAFF ARE ALLOWED DURING SESSION: Legislative staff are allowed in the Gallery, the Parlor, the Loggia, and the Outer Chamber area during session (a chart follows). Messengers are located at most entry points into the Chamber, and are available to deliver materials to legislators on the Assembly Floor. Staff in the Loggia are to be in the designated viewing area (behind the red stanchions), and are not to be standing anywhere in the side or rear aisles of the Chamber.

GAINING ACCESS: Legislative employees are strongly encouraged to wear their state-issued identification card, especially on Session days. This allows my staff and the Capitol Police to readily identify and allow access to designated areas when desired. Identification cards are provided by the Capitol Police. Appointments to obtain one can be made by contacting the Chief Clerk's office.

SESSION DAY FLOOR ACCESS GUIDE



Key: ★ = Designated areas where messengers are located to run errands for legislative staff to and from Representatives.

Areas staff are allowed: <i>(Please wear State Issued Id)</i>	Outer Chamber Parlor Loggia* Gallery
Areas lobbyists are allowed:	Outer Chamber** Gallery
Areas constituents (non-lobbyist) are allowed:	Outer Chamber** Gallery Parlor **

* Office staff are not allowed on the Assembly floor so to access the Loggia area please walk through the Parlor and enter by the doors near 207 West.

** When there are security risks the Outer Chamber area may be locked down and no guests will be allowed in. Otherwise guests in these area should be accompanied.

Press



CAPITOL PRESS ROOM

The Press Room is located in the round room located on second floor southwest of the Capitol (235 SW). The Sergeant's office is available to distribute press releases in the press boxes ("stuffing the press boxes"). To complete the errand, **twenty-five** copies of a distribution are needed. A list of the Capitol Press boxes follows.

CAPITOL PRESS BOXES

Below is a list of the Capitol Press Boxes in the configuration they are arranged in the Press Room (235 SW).

	1	2	3
1	Wheeler Reports	Associated Press	Milwaukee Journal Sentinel
2	Wisconsin State Journal	Capital Times	Wisconsin Watch
3	CBS 58	WIBA Radio	Wisconsin Radio Network
4	WisPolitics.com	WISC-TV	Wisconsin Eye
5	WHA Radio		Wisconsin Taxpayers Alliance
6	Wisconsin Catholic Newspapers	Wisconsin Jewish Newspapers	
7	State Archives	Fisher Financial	Matt Pommer
8			

CAPITOL CORRESPONDENTS LIST

PRINTED PRESS

Appleton Post Crescent fax: none
General News 920-993-1000 pcnews@postcrescent.com

The Associated Press fax: 255-8105
255-3679
Scott Bauer sbauer@ap.org
Todd Richmond trichmond@ap.org

The Badger Herald fax: 258-3029
257-4712
Editor-in-Chief ext. 101 editor@badgerherald.com

The Capital Times fax: 252-6445/258-8028
252-6429 (press room - main line)
Jessica VanEgeren 252-6424 jvanegeren@madison.com
Jack Craver 252-6438 jcraver@madison.com

GB Press Gazette (call before) FAX: 920-431-8379
Newsroom in Green Bay 1-800-510-5353
(No Madison-based news reporter)

Isthmus fax: 251-2165
Judith Davidoff 251-5627 (ext. 142) jdavidoff@isthmus.com

The Milwaukee Journal Sentinel fax: 258-2260
258-2262 / 258-2274
Jason Stein c: 338-8241 jstein@journalsentinel.com
Patrick Marley c: 235-7686 pmarley@journalsentinel.com

Wheeler News Service fax: None
Thom Gerretsen 715-389-2373 wheelernews@yahoo.com

Wheeler Reports fax: 287-0136
287-0130 all at: wheeler@thewheelerreport.com
Gwyn Guenther
Trevor Guenther

Wis. Catholic Newspapers fax: 257-0376
John Huebscher 257-0004 john@wisconsincatholic.org

Wisconsin State Journal fax: 258-8028
Dee Hall 252-6132 dhall@madison.com
Mary Spicuzza 252-6122 mspicuzza@madison.com

Wispolitics.com fax: 441-8419
441-8418
JR Ross, Editor ross@wispolitics.com
Jason Smathers smathers@wispolitics.com
Andy Szal, Reporter szal@wispolitics.com
Mike Schramm, Ad/Subscriber info and WisBusiness
editor 213-4467 schramm@wispolitics.com

RADIO

WIBA Radio (Madison) fax: 276-9422
Robin Colbert 271-6397 robincolbert@clearchannel.com
General e-mail wibanews@yahoo.com
(Correspondent for WTMJ-Milwaukee & Wis. Radio Network)

Wisconsin Public Radio FAX: 263-5838
265-4358 / 263-7985 (newsroom)
Shawn Johnson Fax: 263-9186 shawn.johnson@wpr.org
Shamane Mills (backup reporter) shamane.mills@wpr.org
Gilman Halsted (backup reporter) halsted@wpr.org
Michael Leland, News Director michael.leland@wpr.org

Wisconsin Radio Network fax: 251-7233
251-3900
Andrew Beckett abeckett@learfield.com
Bob Hague, News Director bhague@learfield.com
Jackie Johnson jjohnson@learfield.com
Brian Moon bmoon@learfield.com

WOLX Radio (Madison) fax: 826-1246
Kitty Dunn 826-0077 kdunn@entercom.com

TELEVISION

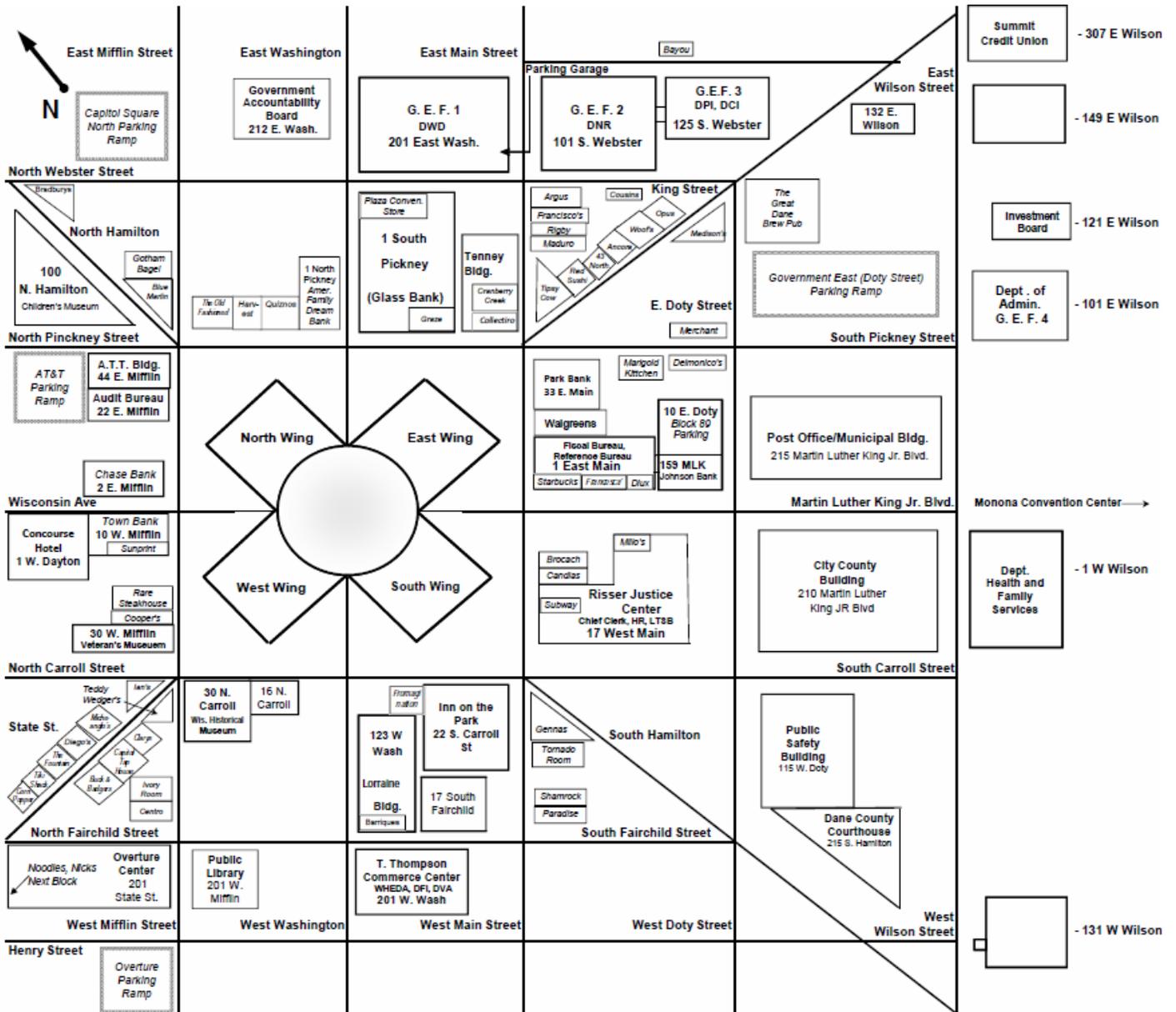
Wisconsin Public Television fax: 263-1952
263-2121 (main general number)
Kathy Bissen 263-8496 kathy.bissen@wpt.org
Frederica Freyberg 265-6646 frederica.freyberg@wpt.org
Andy Moore 263-5628 andy.moore@wpt.org
Zach Schultz 263-6023 zac.schultz@wpt.org
Andy Soth 263-4599 andy.soth@wpt.org
Christine Sloan-Miller 263-7124 christine.sloan-miller@wpt.org
(Executive Producer)
Joel Waldinger 890-2840 joel.waldinger@wpt.org
("In Wisconsin" Producer)

WISC - TV (Madison) FAX: 271-0800
Jessica Arp, Reporter 277-5249 jarp@wisctv.com
Colin Benedict, News Director 277-5249 cbenedict@wisctv.com

WKOW - TV (ABC 27) (Madison) FAX: 274-9569
273-2727
Tony Galli tgalli@wkowtv.com
Greg Neumann gneumann@wkow.com
Jennifer Kliese kliese@wkow.com
Kristine Barbaresi kbarbaresi@wkow.com
Joseph Radske, News Director jradске@wkow.com

WMTV -TV (NBC 15) (Madison) FAX: 271-5194
274-1500
Ryan Lobenstein news@nbc15.com
Zac Schultz news@nbc15.com

Downtown Map



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