



Policy No.:	019-C0048
Policy Title:	Public Access

Issue Date:	1/22/2020
Revision Date(s):	N/A
Program:	Administration
Subject:	Public Information
Purpose:	This policy establishes CareerSource Tampa Bay's (CSTB) guidelines that grant public access to CSTB centers and offices and gives permission to record and photograph within public areas.
Distribution:	CSTB Staff
Contact:	Vice President of Public Relations/Marketing, Vice President of Human Resources and Staff Development, or their designee

Purpose

This policy establishes CareerSource Tampa Bay's (CSTB) guidelines that grant public access to CSTB centers and offices and gives permission to record and photograph within public areas.

Background

CSTB is a member of the American Job Center Network and serves as the Local Workforce Development Board for Hillsborough County under the direction of CareerSource Florida and the Florida Department of Commerce. CSTB is subject to abiding by the Florida Public Records Act, Chapter 119 and 286, regarding public access to CSTB centers and offices.

Policy

This policy enforces minimum access standards that must be maintained throughout CSTB centers and offices when handling public access to the building. The Sunshine Law regarding open government can be found in Chapter 286 of Florida Statutes. These statutes establish a basic right of access to most meetings of boards, commissions, and other governing bodies of state and local governmental agencies or authorities.

If an individual is in a public area of a CSTB building, then they have the basic right to use recording devices to take photographs, videotape, and congregate if the individual(s) are not interfering with another individual's right to privacy or violate the CSTB Code of Conduct. CSTB staff are not allowed to ask the individual to leave the building, stop recording, or photographing if the public is allowed on the premises, such as during normal business hours. The individual is allowed to videotape and photograph if they are not recording private information on computers, kiosks, or paperwork.

The individual may use the following recording devices: a video camera or a cell phone camera. However, the individual is not permitted to disrupt CSTB operation of business. Disruption may result in the individual being asked to leave the facility or result in being trespassed if CSTB code of conduct and rules are violated. Prior to CSTB staff contacting law enforcement, CSTB staff must attempt to diffuse the situation following the CSTB disruptive behavior and center security procedures.

References

- [Florida Statutes, Chapter 119: Public Records](#)
- [Florida Statutes, Chapter 286: Public Business: Miscellaneous Provisions](#)

History

Date	Description
1/22/2020	Approval by the CSTB Board of Directors

Attachments

- None.

Other Resources

- N/A