

**ADMINISTRATIVE
PROCEDURE**

SUBJECT: CITY HALL SECURITY

1.0 PROCEDURE:

In the interest of providing reasonable security for the protection of City Hall and all city-owned equipment and material, the following procedure is set forth.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions, Special interest groups

3.0 PROCEDURE

- 3.1 City Hall maintenance staff is responsible for locking all outside doors and seeing that they remain locked. City Hall must be secured at night and on weekends.
- 3.2 If meetings are held in the evening or on weekends, the attending staff person shall request information regarding the panic bar key from the City Hall maintenance staff or office of Park & Recreation so as to ensure that the building will be properly locked at the end of the meeting. Staff person is also responsible for closing windows in the meeting room and shutting off lights in meeting room. This also includes turning all lights off if you are the last meeting group in the building.
- 3.3 Special interest groups, without an attending staff person(s), are required to check out any necessary keys from the Park and Recreation Department. The responsible person is required to go through opening and lock-up procedures with City Hall Maintenance.

4.0 NOTIFICATION

If the City Hall is found open by the Police Department notify one of the following:

Deb Lipinski	452-8697
Tom Church	454-1406
Maynard Johnson	454-6790

DEPARTMENT:
PARK RECREATION

SUPERSEDES:
1/4/02

PREPARED BY:
MJ

APPROVED BY:
EBS

DATE: 1/5/04
REVISED: 6/7/2006