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CITY OF SPOKANE WATER DEPARTMENT DEPARTMENT POLICY AND PROCEDURE	Dept 4100-20-07 LGL 2020-0017
<b>TITLE: ACCESS TO DEPARTMENT FACILITIES BY WIRELESS COMMUNICATIONS LEASEHOLDERS</b>	
EFFECTIVE DATE: January 20, 2009	
REVISION EFFECTIVE DATE: August 15, 2015	

1.0 GENERAL

1.1 The duty discharged to the City of Spokane Water and Hydroelectric Services Department is to provide clean safe drinking water to the customers of Spokane and within its water service area. As part of this duty, the Department's responsibility is to insure the facilities that make up the City of Spokane water system are secure from those who may seek to do harm.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to facilities and property owned or under the control of the City of Spokane Water and Hydroelectric Services Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

4.1 "Authorized Person" is a person who has been approved by the Department for access to Department facilities.

- 4.2 "Department" means the City of Spokane Water and Hydroelectric Services Department.
- 4.3 "Director" means the Director of the City of Spokane Water and Hydroelectric Services Department.
- 4.4 "Wireless Communications Company" or "Company" means a company in the wireless communication industry who enters into a lease with the City of Spokane for access to and use of Department facilities for its communication equipment.

## 5.0 POLICY

- 5.1 The Department has implemented a heightened state of security at all its facilities. In the event an unauthorized person(s) is seen on a Department facility site a call will be made to 911 and the sighting reported. Law enforcement officers will be dispatched to investigate and the response will more than likely be handled as an intrusion with criminal intent. It is therefore imperative that the contents of this policy be completely understood and its procedures are followed exactly.
- 5.2 The Department has entered into leases with Wireless Communications Companies to allow placement of wireless communication equipment on Department Facilities. The Department is acutely aware that the companies need twenty four (24)-hour access to affect emergency repairs of equipment. Access is also necessary for communication equipment maintenance and upgrade.
- 5.3 Only "authorized" person(s) will be issued a Department facility site access key.

## 6.0 PROCEDURE

- 6.1 Wireless Communications Companies shall have a written executed lease with the City of Spokane prior to being allowed use of Department facilities.
- 6.2 Wireless Communication Companies shall supply an updated list of Company representatives, authorized contractors and authorized persons annually. The list shall include addresses and phone numbers as well as meet the criteria described above and sent to the Department by March 1<sup>st</sup> of each new year, dated accordingly. Until such time the Department is supplied the updated list, access will not be permitted to Department facilities.

6.3 Construction / Installation Requirements.

6.3.1 The Department's list of requirements for construction / installation projects applies to both upgrades of existing equipment and the installation of new equipment.

6.3.2 Specific issues not included in the Department's list of requirements will be subject to approval – in writing – by the Department Project Inspector.

6.3.3 Project Design and Approval.

a. The Wireless Communications Company shall prepare construction / installation drawings illustrating the proposed project, which must be stamped, signed, and dated, by an engineer registered in Washington State.

b. The Wireless Communications Company shall submit two (2) sets of the construction / installation drawings to the Department for review and comment.

c. The Department will review the drawings and provide comments accordingly. The drawings will be returned to the Company to allow them to address the Water Department comments.

d. If necessary, the Wireless Communications Company will re-submit the drawings for approval. If all items have been satisfactorily addressed, the Department will provide the necessary approval to all drawings in the set.

f. All necessary permits relating to the construction / Installation of the project must be purchased by the Wireless Communications Company.

6.4 Project Construction / Installation Site Work.

6.4.1 All project construction / installation work shall be monitored by the Department Project Inspector and will be subject to his/her approval.

6.4.2 All necessary permits shall be displayed at the job site.

6.4.3 A complete set of the most current approved construction / Installation drawings shall be available on site.

- 6.4.4 Any changes or deviations for the approved construction / installation drawings shall be pre-approved in writing, by the Department Project Inspector.
- 6.4.5 The Wireless Communications Company shall prepare an "as-built" set of drawings at the completion of the construction / installation. Any changes or deviations shall be noted for inclusion in the "as-built" set of drawings.
- 6.4.6 Handrails typically attached to the reservoir roof ring are not to be used for:
- a. hoisting of any kind.
  - b. fastening of any devices, unless pre-approved in writing by the Department Project Inspector.
- 6.4.7 A copy of the most current copy of this policy shall be in possession of the project contractor and available at the project site. Adherence to this policy will be strictly enforced by the Department Project Inspector.
- 6.4.8. A portable chemical toilet shall be on-site during the project construction / installation.
- 6.4.9 All equipment cabinets and antennas shall have permanent labeling with the Wireless Communications Company name and emergency contact phone numbers.
- 6.4.10 The project site shall be restored to the condition of the site prior to the commencement of the project construction / installation. Final approval of the restoration work will rest with the Department Project Inspector.
- 6.4.11 Department facilities are never to be left unlocked or unattended.
- 6.4.12 If a Department facility site is unlocked and/or unattended by the "authorized" person, that person will be held fully responsible and in violation of this policy and subject to removal from the list of "authorized" persons.

#### 6.4.13 Department Contact.

City of Spokane Water Department  
Water Engineering  
Phone: (509) 625-7800

#### 6.5 "Authorized" Persons

6.5.1 Only "authorized" persons will be allowed to perform work on Department facilities. If it is deemed necessary for an "unauthorized" person to visit the facility during the course of the installation, upgrade, or maintenance of equipment, prior arrangements must be made with the designated representatives of the Department.

6.5.2 Each Wireless Communication Company shall supply to the Department, in writing and on its company letterhead, a list of authorized contractors it will employ to affect repairs, maintenance, and upgrades to its equipment.

- a. Each contractor performing work on Department facilities shall possess a Washington State Business License and provide evidence of being a bonded contractor.
- b. Listed under each contractor will be the names of "authorized" persons.
- c. The Wireless Communication Company is responsible for insuring that each listed "authorized" person has cleared a background investigation. Minimum check is social security number verification and a criminal background investigation. Any "authorized" person's name added to a list must also have cleared a background investigation. The Department reserves the right to perform background investigations of persons as determined appropriate and necessary by the Department Director. The Department does not need the specifics of the background checks, but must have assurances that the personal background investigation was completed with results proving satisfactory.
- d. Should an "authorized" person no longer need Department facility access, it is the responsibility of the Wireless Communication Company to promptly notify the Department in writing, on its letterhead, the person's name to be removed from the list. All correspondence in this regard shall be directed to:

City of Spokane Water Department  
ATTN: Water Engineering  
914 East North Foothills Drive  
Spokane, WA 99207

6.6 Department Facility Site Access Key

- 6.6.1 Phone the Department Radio Room Dispatch Center (509-625-7800) to make arrangements for the visit. Failure to call ahead could result in delays as the Department administrative offices are locked after business hours and on weekends.
- 6.6.2 The "authorized" person must produce picture identification, and sign the "key log sheet" listing the "authorized" contractor for whom he/she works, the name of the Wireless Communication Company's for whom the "authorized" contractor is working, the name of the specific Department facility site access is desired, an estimated time necessary to complete the work and when the key will be returned.
- 6.6.3 It is imperative the "authorized" person call the Department Radio Room Dispatch Center (625-7800) prior to entering any Department facility site and at the time he/she is exiting the site.
- 6.6.4 Return to the Department Radio Room Dispatch Center for access key check-in.
- 6.6.5 Facility access key are not to be lost or duplicated.
  - a. Wireless Communication Companies duplicating or using duplicated keys will be assessed a fee of **ten thousand and no/100 dollars (\$10,000)** to cover the expense of re-keying all Water Department facilities. A similar fee will be assessed the Wireless Communication Company in the event of a lost key.
  - b. The Wireless Communication Company and the "authorized" person(s) to whom the key(s) are issued will be held fully responsible for keeping the key(s) and Department facility site(s) under total security until such time the key(s) has been returned to the Department Radio Room Dispatch Center.
  - c. Should the project remain unfinished, the facility is to be secured and the key returned immediately to the Department.

The process of "checking out" and returning the key, will be required for each day the project remains unfinished

- d. The "authorized" person on record for "checking out" the key, is the person responsible for returning the key.

## 7.0 RESPONSIBILITIES

The Director of the Water & Hydroelectric Services Department shall administer this policy.


## 8.0 APPENDICES

Sample Letter

APPROVED BY:

  
Water Department Director

8/13/2015  
Date

  
Principal Engineer - Water

8-13-15  
Date

COMPANY LETTERHEAD

[DATE]

Attn: [WATER ENGINEERING CONTACT]  
City of Spokane Water and Hydroelectric Services Department  
914 East North Foothills Drive  
Spokane, WA 99207

Subject: Employees Authorized for Site Entry  
Employee Background Investigation

Dear [WATER ENGINEERING CONTACT]:

The following personnel are employees of [COMPANY/CONTRACTOR NAME] which has been contracted by [TELECOMUNINCATION COMPANY NAME] to perform work at facilities owned or under the control of the City of Spokane Water & Hydroelectric Services:

We request that the following employees are added to the "authorized" access list for site access:

[NAME]  
[NAME]

The above employees have received a satisfactory background investigation report. The investigation was performed by [INVESTIGATOR COMPANY], whose contact person is [CONTACT NAME] [PHONE NUMBER].

I agree to keep my company's list of "authorized" employees current at all times and to provide an updated list by March 1 of each year.

Should a situation arise that a previously "authorized" employee is no longer employed by my firm or an authorized contractor, I will provide immediate notification in writing, so this employee name may be removed from the "authorized" list.

Very truly yours,

[SIGNATURE OF RESPONSIBLE PARTY IN COMPANY]  
[NAME PRINTED]  
[TITLE]