

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0070-07-03 LGL 2007-16
TITLE: CITY HALL SECURITY AND SWIPE SYSTEM INFORMATION EFFECTIVE DATE: June 3, 1998 REVISION EFFECTIVE DATE: May 3, 2007	

1.0 GENERAL

1.1 The City of Spokane is dedicated to the safety and well-being of its employees. Because of this dedication, the City requires all employees who work within City Hall and other employees accessing City Hall outside of normal business hours to use the City Hall swipe system.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments located at City Hall (808 West Spokane Falls Boulevard, Spokane) and all City employees that enter the facility.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City of Spokane that all employees follow the security swipe system at City Hall.

6.0 PROCEDURE

6.1 Building Access:

- 6.1.1 The northeast sliding doors on Post Street are open from 8:00 a.m. to 5:10 p.m., Monday through Friday. Doors to the council chamber require a separate key. Off-hour use of these facilities should be coordinated with the Administrative Services Director, City Hall Building Engineer, and CityCable 5.
- 6.1.2 The Post Street and Spokane Falls Boulevard doors are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The skywalk doors are open from 8:00 a.m. to 5:20 p.m., Monday through Friday.
- 6.1.3 Employee Access Doors: The loading dock, Post Street emergency exits and skywalk doors are designated for employee access before and after-hours, weekends, and holidays. Department heads and select personnel have access swipe cards and PIN numbers to gain entry to the building through these doors.
- 6.1.4 Evening Meetings: Primary access to the building for evening meetings, whether in the council chamber or departmental conference rooms, will be the northeast sliding doors on Post Street. Arrangements should be made well in advance of the meeting with the Administrative Services Director who will coordinate with the City Hall Maintenance Office. The City Hall Maintenance staff will be responsible for opening and closing these doors. Evening meetings should be held on the lower level and/or the first floor only, with a City employee responsible for the evening meeting present at all times.

6.2 Floor Access:

- 6.2.1 Access to the building does not necessarily give access to the office areas on any given floor. Building access, except for the street doors, gives access to the elevator lobby only. The elevators shall be in service at all times.

6.2.2 Each floor has doors leading from the elevator lobby to the office areas. These doors shall be locked before and after-hours, on weekends, and holidays. The magnetic lock shall unlock these doors each work day before 7:00 a.m. and shall lock them after 5:10 p.m. each evening.

6.2.3 Employees requiring after hours/weekend access shall use their authorized swipe card and PIN numbers. All after-hour authorizations shall be approved by the employee's department head. Multiple floor access after hours will be approved by Administrative Services Director. Multi-floor access denials may be appealed by the department head to the Chief Operating Officer for final action.

6.3 Stairways:

6.3.1 The use of stairways is encouraged during normal business hours in order to promote physical fitness and to save electrical energy for the operation of the elevators.

6.3.2 Before and after hours, weekends, and holidays, however, the stairs may be used only for emergency exiting. Use of the exit doors after work hours will cause an alarm to go off. The doors from each floor to the stairs may be opened from the inside, but not from the outside once the building is secured for before and after hours, weekends, and holidays. No employees have access to the stairways except emergency personnel. Stairway use is only from 7:00 a.m. to 6:00 p.m., Monday through Friday, NOT weekends or holidays.

6.4 Smoking After Hours:

6.4.1 Individuals shall not smoke while in the building outside of regular business hours. Access to the second floor terrace smoking areas is not permitted outside of regular business hours. An alarm will sound if an employee tries to access this area.

6.5 Storage Areas Within Departments:

6.5.1 Some departments have special areas for storage or other limited access purposes such as computer, radio equipment, etc. These areas shall be the responsibility of the individual department. Department heads shall exercise appropriate key control.

6.6 Lights:

6.6.1 Each floor has overhead lighting which may be turned off when not in use. In addition, there are a limited number of security lights on each floor which remain on. Each department should identify those lights needed for their area. When a person believes that he or she is the last in his or her department to leave, lights should be turned out.

6.6.2 Custodial crews will turn lights out as they lock doors, but turning lights off earlier will conserve energy.

6.7 Off-Hour Use of City Council Chamber:

6.7.1 Each department shall ensure that arrangements are made for its own off-hour meetings.

6.7.2 Only city council meetings are treated as a weekly planned event; others should be specifically scheduled with CityCable 5 and the Administrative Services Department.

6.8 Off-Hour Use of Conference Rooms:

6.8.1 Any department scheduling off-hour use of a conference room shall be entirely responsible for associated security. The department shall notify the City Hall Maintenance Office as soon as possible of the planned use of a conference room area during off hours.

6.9 Special Access:

6.9.1 Any employee who foresees a situation requiring special access or temporary use of an area should coordinate the access or use through his or her supervisor and the Administrative Services Department. If special access is needed on an immediate basis to an area for which an individual does not have access, the employee shall contact the Administrative Services Department or City Hall Maintenance Office for assistance.

6.10 Unlocked Access Doors:

6.10.1 Any individual finding an unlocked access door during off-duty hours shall immediately telephone one of the persons on the building's emergency number list. During off-duty hours, doors will not be left unlocked and unattended.

6.11 Swiped Alarmed Doors

6.11.1 Identification Badges are necessary to gain access to swipe-alarmed doors.

6.11.2 Employees shall also enter a security code into the swipe box.

6.12 Non-swipe Alarmed Doors

6.12.1 There are a number of doors throughout City Hall which are alarmed, but have no swipe box. These non-swipe alarmed doors can only be used during the designated time or the alarmed doors will set off an internal alarm. The following list of non-swipe alarmed doors should only be used during permitted hours.

- Door 700 (east side of seventh floor)
- Door 650 (west side of sixth floor)
- Door 400 (east side of fourth floor)
- Door 352 (west side of third floor)
- Door 200 (east side of second floor)

The above non-swipe alarmed department doors are alarmed from 5:10 p.m. until 7:00 a.m. on weekdays; and twenty four (24) hours on weekends and holidays. Use these doors only from 7:00 a.m. until 5:10 p.m. during weekdays, and NOT on weekends or holidays.

6.12.2 Other Non-Swipe Alarmed Doors (With A Different Alarmed Time Zone:

- All stairwell doors
- Second floor terrace door

The non-swipe alarmed doors listed above have a different alarmed time zone. These doors are alarmed from 6:00 p.m. until 6:00 a.m. during weekdays; and twenty four (24) hours on weekends and holidays. Use these doors only from 6:00 a.m. until 6:00 p.m. during weekdays, and NOT on weekends or holidays.


7.0 RESPONSIBILITIES

The General Administration Division shall administer this policy.


8.0 APPENDICES

None


APPROVED BY:



City Attorney (Asst)



Chief Operating Officer



Director

4-18-07

Date