



Administrative Regulations

Number AR8-1
Issue 3

Subject: Authorization and Issuance of Duplicate Keys and City Hall Access.

I. PURPOSE:

The purpose of this administrative regulation is to set forth the procedures for authorizing issuance of keys, requests for duplicate keys to City buildings and equipment, performance of minor lock and repair services and access to City Hall after normal operating hours.

II. SCOPE:

This regulation is applicable to all City departments and offices directly responsible to the City Manager. In the interests of uniformity and economy, it is requested that elected officials and other independent departments and commissions comply with these procedures.

III. AUTHORIZATION FOR KEYS AND CITY HALL ACCESS

- A. It shall be the responsibility of individual Department Heads to control and issue keys for public facilities and equipment to employees only when regular use or access is required for performance of their duties.
- B. Requests for keys shall be authorized by individual Department Heads and forwarded to the Director of Public Works.
- C. Access to City Hall after normal operating hours is monitored and determined by the Police Communications Division staff for each individual instance or by issuance of regular access card.

IV. PROCEDURES FOR REQUESTING LOCK SERVICE

A. Duplicate Keys

Departments should prepare a memorandum, signed by the Department Head and addressed to the Director of Public Works, indicating the number of keys required. In addition, state the reason for the request. Upon reviewing the request, the Bureau of Public Service, Structural Division will contact the requesting department in order to arrange for pickup of the original keys. In instances where it is not necessary to utilize the original keys to make duplicates, the Public Service Bureau will make arrangements for delivery. Keys are not to be mailed.

B. Other Lock Services

If you have minor lock service problems, which you believe the Bureau of Public Service can rectify, call the Structural Division, Bureau of Public Service, they will advise you if the repair can be made by the Structural Division, or recommend that the job be referred to the City's locksmithing contractor. Items covered under this section include: cams, tumblers, cylinders end springs, graphite, key rings, desk locks, door check repairs, changes of safe or vault combinations and other complicated lock services.

As a general rule, direct charges will not be made for lock services performed by the Bureau of Public Service. The Manager of the Bureau, however, may bill the department for the cost of the job if services are performed for a special fund.

V. CITY HALL ACCESS - AFTER REGULAR HOURS

A. City employees who require occasional access to the City Hall after normal operating hours are to be advised that entry can be gained through announcing their presence by the use of a call buzzer located at the north tower entrance. Prior to admission, a member of the Police Communications Division will request the employee to present a City Identification card and indicate verbally their assigned Department and floor(s) on which they will be working. In order to maintain the security of the building, access to City Hall will not be approved for employees who are without proper City identification.

B. City employees who require regular or frequent access to the City Hall after normal operating hours can be issued an access keycard. This card allows entry to certain City Hall entry locations through electronically controlled doors.

(1) All access keycards are obtained through the Police Communications Division located in the basement of City Hall.

(2) The Police Communications Division will be responsible for monitoring after hour access to City Hall. A closed circuit videotape system records all activity at entrances to City Hall.

(3) Each department shall assign a representative to coordinate City Hall access keycards with the Police Communications Division.

(a) The departmental representative will coordinate requests for keycards, monitor changes and periodically review card assignments.

(b) It will be the individual department's responsibility to minimize the issuance of regular access cards and to encourage entry via the north tower for unusual circumstances