ADMINISTRATION POLICY #A -1-00

Town Hall Security Policy

THE PURPOSE OF THIS POLICY IS TO:

To insure that no unauthorized person can enter the building and access confidential information.
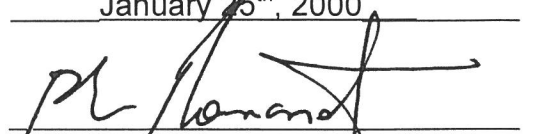
POLICY STATEMENT:

1. The three vaults in the building will be secured as follows: The boiler room vault will be locked at all times. This vault will be opened by the Finance Department upon request. The engineering storage vault must be kept closed at all times as a FOIP and fire related precaution. The FOIP Coordinator will control access to this vault. The vault in the front office will be open during office hours only. The Finance Department will have the combination and will open the vault as required.
2. All unoccupied offices will be closed during lunch hour, after hours and weekends. The double doors leading to the front office will also be closed after hours and weekends.
3. The Director of Engineering Services or his designate will keep a record of all keys and security codes.
4. The last person out of the building will insure it is locked and the alarm system is activated.
5. All personnel and public having keys and codes must be approved by the CAO. These will be recorded as per #3.
6. All personnel and public involved with this directive will be given instruction related to their function.

NOTE: The following staff will have keys. Access to the building by those who do not have keys will be done through their supervisors.

Chief Administrative Officer, Director of Engineering Services, Director of Community Services, Director of Finance, Superintendent of Public Works, Risk Management Officer, Safety Codes Co-ordinator, Accountant, Fire Chief, Janitorial Staff and other subcontractors as required.

Adopted by Management Committee

Date: _____ January 25th, 2000 _____

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Chief Administrative Officer