



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.14
TO: All City Employees
FROM: Timothy C. Hansley, City Manager
SUBJECT: Security/Municipal Building, 6665 Coffman Road
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 1.34 dated 8/30/91 Regarding Same Subject.

I. PURPOSE

This Administrative Order shall serve as the policy regarding security of the Dublin Municipal Building, 6665 Coffman Road.

Security procedures are necessary to meet the following objectives:

- A. To control access to the facility, particularly during non-work hours.
- B. To maintain accountability of keys and to minimize duplication of keys.
- C. Minimize the number of individuals knowledgeable of the combination locks allowing access through the rear doors.

II. POLICY

The Municipal Building has been fitted with locks to meet the above objectives. The lock system is known as a Master-Key System. Keys are divided into three categories: Master, Sub-Master and Individual.

- A. **Master Keys** are limited in number and allow access through all locks within the Municipal Building. Master keys are in the possession of selected individuals on the basis of needed and emergency access. The possession of a Master Key is authorized only by the City Manager, his designated representative, or the assigned Key Custodian.

Sub-Master Keys provide access to sub-areas of the building, typically along

Departmental/Divisional lines. For instance, Parks & Recreation and Tax have chosen to give sub-masters to their employees so that all Divisional employees have complete access to their Division. On the other hand, Administration only has one sub-master key issued. While sub-master keys are more convenient for open-space offices, such as Parks & Recreation, it is suggested that Division Heads restrict the amount of access to those types of spaces in which one key will give a person access to everyone's work area.

- C. **Individual Office Keys** shall be issued only to the individual who occupies the office. All employees should keep in mind that their Department/Division Head, the janitor, and City Manager or his designee shall have access to individual offices in the Municipal Building. Individuals are advised to **not** keep sensitive items - i.e. money, checks, other personal items - unsecured in their work area.

Employees may sign-out keys from the Key Custodian to access other areas on an as-needed basis. However, need must be stated and key(s) shall be returned immediately.

NOTE: **KEYS** - All keys shall be stamped with a number and shall also be stamped "Do Not Duplicate".

- Anyone receiving a key shall acknowledge receipt of key by signing for the key. The key shall be turned in upon resignation/termination.
- Numbers stamped on the keys are to correspond with door numbers. These door numbers are presently being assigned and marked.
- "Do not Duplicate" means that keys cannot be duplicated without the permission of the Key Custodian or official representative of the City of Dublin as designated by the City Manager. Employees wanting to have a duplicate key made shall request a duplicate through the Key Custodian. Departments/Divisions and individuals shall **not** duplicate keys themselves, but shall request duplicates through the Key Custodian. Duplicating keys marked "Do Not Duplicate" **without** proper authority is against the law.

- D. **KEY CUSTODIAN** is a designated person responsible for the maintenance, storing, accountability, duplication and issuance of keys. The Key Custodian shall maintain a log of keys issued, which shall have Key Number, Assigned Door Number and Signature of Key Recipient. The Key Custodian shall keep all keys in a secured key box, which maintains keys in an orderly fashion and readily accounted for.

The Key Custodian for the Municipal Building is Myra Caplinger.

- E. **COMBINATION LOCKS** - The two rear doors with combination

locks shall serve as the primary access point for City Employees and Council Members. Master keys to the main lobby will no longer be issued.

IMPORTANT: These combinations are to be kept confidential and shall only be given to **full-time** and **permanent part-time** employees and **Council Members**. Seasonal employees shall be given the combination leading to the Parks and Recreation Hallway on an as needed basis. It shall be emphasized to all new employees (seasonal included) that the combination(s) is/are for employee use **only** and shall not be given to anyone who is **not** an employee of the City. Combinations shall be given to new employees as a part of the orientation process or to seasonal employees only upon orientation for the period in which they are employed. Boards and Commissions are supported by City Staff. Therefore, Staff Members will be responsible for unlocking and locking the facility and providing access to the Municipal Building for Boards and Commission Members for public meetings. Therefore, Boards and Commission Members will not have combinations or master keys. Combinations shall be changed on a periodic basis and new combinations will be provided to each Full-Time and Part-Time permanent employee through his/her Department/Division Head.