

Passed By Council on:06/11/2001

Purpose

To provide greater control and awareness of staff/guest movement within City Hall after regular working hours.

Policy Statement

1. Staff and guests are only to enter through the main entrance of City Hall. Once inside, one must check with the Commissionaires and sign in, in the log book.
2. Except for emergency exiting, staff and guests must exit only through the main entrance of City Hall only, and sign out in the log book.
3. If emergency exiting is necessary, report to the Commissionaires at the main entrance so that they will know you are outside the building.
4. Persons working after the normal working hours, i.e. 4:30 p.m., and have cause to work for more than one half hour beyond normal working hours are to contact security in City Hall or the Annex and advise them of ones' presence in the building.
5. Persons who have private offices are to close and lock their door at the end of the workday.

Application

Responsibilities

All staff; Commissionaires.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Public Works and Environment Standing Committee May 31, 2001; Regular Meeting of Council June 11, 2001.

Review Period

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