

Subject: Access to City Hall When the Building is Locked	Number: 8-6
	Date Issued/Revised: December 1, 1998
Responsible Department: DAS—Facilities	Approved:

Purpose

To establish a security policy for City Hall.

Procedures

1. The City Hall will be unlocked only from 7 a.m. to 6 p.m. each workday.
2. Entry to City Hall when the building is locked shall require the showing of an employee's City of Fresno identification badge to building security, along with signing in on the security log. Employees shall sign out when departing after hours.
3. Employees who work outside of City Hall may use departmental photo identification cards, e.g., Airports, Fire Department, Fresno Area Express, etc., for access to City Hall and need not obtain an additional card.
4. Employees without a proper City of Fresno identification badge will not be allowed after-hours entry unless another employee from their department is present to take responsibility and sign them in.
5. Entering and exiting the building when it is locked is only authorized at the north and south "Q" Street entrances. All other building entrances will be secured after hours except when a public meeting is in session.
6. Employees may obtain photo ID badges by completing the attached form and taking it to the City Hall Copy Center (ground floor) from 2:30 p.m. to 4:30 p.m. daily. There is a charge for each card, which will be interdepartmentally billed.
7. Employee identification cards are to be numbered and controlled, i.e., the cards will be recovered by individual departments when an employee leaves City service and returned to Central Printing for record keeping purposes.

**CITY OF FRESNO
EMPLOYEE PHOTO ID CARD AUTHORIZATION**

EMPLOYEE NAME _____
(Please Print)

POSITION TITLE _____

DEPARTMENT/DIVISION _____

PROGRAM NUMBER _____

AUTHORIZED SIGNATURE _____
(Division Manager or above) (Date)

CENTRAL PRINTING USE ONLY

BADGE NUMBER _____

DATE OF ISSUE _____