

After-hours Property Access

356.1 PURPOSE AND SCOPE

This information establishes a procedure for after-hours emergency access to restricted areas within Property. For the purpose of this procedure, the restricted areas shall be the main property room, the freezer room and the bike cage area.

356.2 GENERAL RESTRICTIONS

A separate Property key shall be designated for after-hours emergency access to the restricted Property rooms/areas. Only the Business Services Administrator and the Administrative Services Division Commander shall have access to this key. Their use of this key shall be limited to after-hours' emergency use only.

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356.5 REPORTING REQUIREMENT

All after-hours emergency accesses shall be documented as soon as possible after the emergency situation has been negated. At minimum, the date, time, necessitating circumstances, employee(s) name(s) and serial number(s) and actions taken are to be documented in an incident report with a DR number assigned to it. The person handling the emergency shall be responsible for the initial report. The responding Property Officer or the Business Services Administrator shall prepare a supplemental report as to their involvement. A copy of said report shall be routed to the Chief of Police and the Property Section for their knowledge and/or action. Non-emergency, after-hours access, shall be documented on a log maintained with the emergency access key. The log shall include the employee's name, date, time and reason for the entry.

356.6 IMMEDIATE NOTIFICATION REQUIREMENT

- (a) The on-duty supervisor shall be responsible for the following notifications:
 - 1. The Chief of Police
 - 2. Administrative Services Division Commander
 - 3. Administrative Services Business Services Administrator
- (b) This notification shall be completed at the time of occurrence or as soon thereafter as possible.