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.

356.3 PROPERTY OFFICER’S RESPONSIBILITY
The Property Officer shall be responsible for:
(a) The placement of a property key into a designated envelope;
(b) Sealing of the envelope with evidence tape;
(c) Signing and dating the envelope at the location on the seal;
(d) Hand delivering the sealed envelope to the Business Services Administrator for its placement in the safe located inside the Administrator’s office. The Business Services Administrator shall secure the safe.

The sealed envelope containing the property key is housed in the above manner for after-hours emergency access at all times. Only the Business Services Administrator and the Administrative Services Division Commander shall have knowledge of the safe’s combination.

356.4 AFTER HOURS EMERGENCY ACCESS PROCEDURE
Emergency access into one of the restricted Property areas after hours must be authorized by the on-duty supervisor or Administrative Services Division Commander. The on-duty supervisor or Administrative Services Division Commander shall be responsible for authorizing contact of a Property Officer for his or her return to work to assist with the emergency situation.

In the event that a Property Officer is unavailable, the on-duty supervisor or Administrative Services Division Commander may authorize that the Business Services Administrator be called back to work to assist with the emergency situation.

The Business Services Administrator shall access the safe in the Administrator’s office and remove the sealed envelope housing the Property access key and remove the key.
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.