

5.2 Building Access

The Treasury Department shall be responsible for unlocking the public access doors and ensuring the building is ready for public access at the designated opening time for business each business day. The Planning/Zoning Department shall be responsible for locking all public access doors and ensuring the building is secured at the designated closing time each business day. If either department is unable to perform its assigned responsibility, the department shall be responsible for ensuring that another authorized person has accepted and will perform the responsibility in their place.

Each employee is responsible for securing their individual work area prior to leaving. Employees shall ensure that any open windows are closed and locked, lights are turned off, equipment is properly shut down, and doors are locked when applicable. Employees working after normal business hours are responsible for turning off lights and office equipment used. The last person to leave the building each day shall be responsible for setting the building alarm system before departure.