

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

5.0 PROPERTY MANAGEMENT

5.1 Hours of Business

The Township hall shall be open to the public at 7:30 a.m. and shall be closed at 5:30 p.m. on every normal business day, Monday through Thursday.

5.2 Building Access

The first person arriving each morning should make sure that all public access doors are unlocked and the security system is deactivated.

Prior to leaving, each employee will make his or her work station secure by checking their work area to ensure any open windows are closed & locked, turning off lights, equipment and doors are locked (if applicable).

The last person to leave the Township hall at night shall check to see that the building is secure and alarmed.

Persons working after hours are responsible for turning off the lights and office machines used and checking that all accessible doors and windows are secure.

5.3 Security & Building Access

The following positions are authorized to receive a key to the main door: all employees and all Township Board members.

If a key is lost, the Director of Technical Services & Utilities shall be informed immediately. A replacement key shall be issued. If the Director of Technical Services & Utilities has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his or her office keys to the Director of Technical Services & Utilities. No person shall duplicate a key without authorization from the Township Supervisor or the Director of Technical Services & Utilities or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, election equipment, cash drawer or filing cabinet, within the department. Only Clerk approved person(s) shall have access to storage areas of election equipment.

The executive team shall be provided with keyed access, coded access, alarm system monitoring to all township owned property. Working with the IT Director, the executive team shall ensure the Township property is appropriately monitored.