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DEPARTMENT OF
PUBLIC WORKS

ADMINISTRATION

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
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December 1, 1998

APPROVED
BY THE CITY COUNCIL

DEC 1 1998

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: CITY HALL SECURITY

LOCATION AND COUNCIL DISTRICT:

City Hall, 915 I Street
Council District 1

RECOMMENDATION:

It is recommended that City Council review this proposal, adopt the Resolution increasing the number of security officer positions for City Hall security and provide direction to City staff on the installation of a metal detector.

CONTACT PERSON:

Gene Moore, Manager, Maintenance Services, 433-6319
Rick Jones, Captain, Police Department, 264-7342
Jack Anderson, Safety Officer, Admin Service Dept, 264-5270

FOR COUNCIL MEETING OF: December 1, 1998

SUMMARY:

This report responds to a request of Councilmember Waters for information on City Hall safety issues and the installation of a metal detector.

COMMITTEE/COMMISSION ACTION:

None.



BACKGROUND:

At the request of Councilmember Waters, security issues relating to City Hall and the installation of metal detectors have been reviewed by City staff. As part of this assessment and review, previous reports conducted by Police, Public Works and Administrative Services were also reviewed.

Many of the recommendations from previous reports have been implemented and several others are reaching completion. The following is a summary of measures in place and about to be completed:

- Administrative Services has put into place training programs to address security issues and instruct employees on procedures to be taken if violence or the threat of violence in the workplace does occur.
- A Management Assessment Intervention Team (M.A.I.T.) is in place to provide assessment and intervention on any activities of alleged instances of violence or threat of violence in the workplace.
- A policy of zero tolerance of violence in the workplace has been implemented.
- Public Works is in the process of completing the installation of intrusion alarms and surveillance closed circuit television to monitor City Hall. Cameras have been placed to monitor all entrances to City Hall. TV monitors have been provided for security officers with a backup at the carpool office.
- Touch pad access is in place to enter City Hall after normal business hours.
- Most offices have been provided with combination locks and are locked after normal business hours. Combinations and locks are periodically changed to prevent security problems.
- As part of the alarm and security camera installation, the fire escapes will be gated to only allow exiting.
- The back of City Hall has been fenced and is locked after normal City Hall business hours.
- The sergeant-of-arms has been replaced with retired-armed police officers who are on duty in the lobby during normal business hours, at all Council meetings, and at other public meetings held in the City Council chambers.

Our team has reviewed these measures and recommends the addition of the following:

- A policy should be implemented to require all employees to display an I.D. badge at all times. I.D. badges are currently utilized sporadically throughout the City.

- Retired police officers should be provided to cover the entire business day (7:00 a.m. to 5:00 p.m.) including back-up during breaks and lunch periods to assure the building is monitored and has a security presence at all times.
- A minimum of two officers need to be available for all Council meetings and special meetings.
- Police patrol officers from the downtown area need to include City Hall as part of their normal rounds.
- Expand the training for security officers.
- Training for employees should take place more often to increase their awareness of the potential of violence in the workplace.
- A policy of locking the rear entrances to City Hall during normal business hours should be implemented.
- Appropriate signage on the premises should also be explored to reinforce City codes and policies and to insure that enforcement action can be taken should incidents arise.
- A review of the circumstances surrounding the incident in Riverside should take place to see if their experience and investigation provides other recommendations.

We recommend these practices be implemented before installing the metal detector proposed by Councilmember Waters due to the public perception such a device may create. A proposed layout for the metal detector in the City Hall lobby is attached for your review if Council wishes to move forward with the installation.

FINANCIAL CONSIDERATIONS:

With two exceptions, the cost for most of the recommended additional security measures is minimal and could be covered from current operating funds.

- The first exception is the cost of the hours for the additional retired police officer. That cost is estimated to be \$25,395 and would be funded from contingency reserves.
- The second exception is the cost for installation, operation and maintenance of the metal detector and related equipment: \$4,500. It should be noted that if the detector is installed it would have to be staffed with the additional security hours and cost mentioned above. If Council approves the metal detector, funding for the project would also come from contingency reserves.

City Council
City Hall Security
December 1, 1998

ENVIRONMENTAL CONSIDERATIONS:

None.

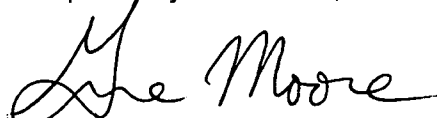
POLICY CONSIDERATIONS:

The primary purpose of this proposal is to heighten security awareness of those entering City Hall. It is not a full scale security system as found at airports and courthouses.

MBE/WBE:


Not applicable to this report.


Respectfully submitted,


GENE MOORE
Maintenance Services Manager


RECOMMENDATION APPROVED:

APPROVED:


William H. Edgar
City Manager


Michael Kashiwagi
Director of Public Works

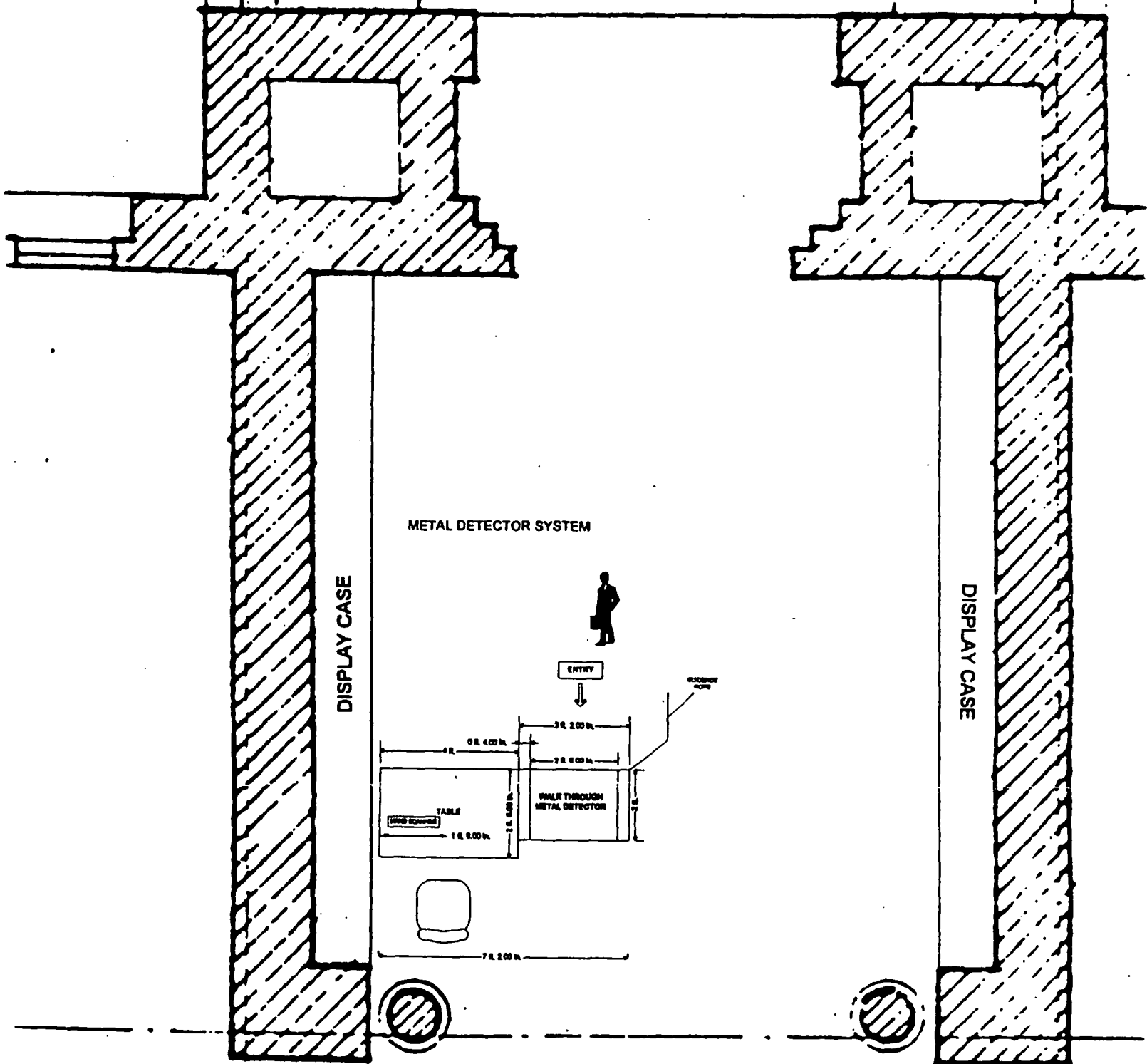
APPROVED:


Arturo Venegas
Chief of Police

Attachment

Ref: 11-20

ATTACHMENT 1
CITY HALL ENTRANCE



APPROVED
BY THE CITY COUNCIL

DEC 1 1998

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 98-605

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING AMENDMENT OF THE 1998-99 OPERATING BUDGET OF THE EXECUTIVE OFFICE AND ADOPTION OF STAFF RECOMMENDATIONS REGARDING SECURITY AT CITY HALL

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. City Council approves the increase of 0.80 FTE Security Officer position in the Executive Office for additional security at City Hall:
2. City Council approves the transfer of funds from the contingency reserve to the Executive Office budget as follows:

From:	101-710-7012-4999	\$25,395
To:	101-030-0300-41XX	\$25,395
3. City Council adopts staff recommendations regarding additional security practices at City Hall.

MAYOR

ATTEST:

City Clerk

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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