



Memorandum

TO: Common Council
FROM: Mayor Merkes
SUBJECT: Finance Department Security Issues
DATE: 17 December 2015

Several years ago, security walkthrough was conducted at City Hall by the Police Department in order to identify safety and security vulnerabilities within and around the building. Numerous recommendations were made in a report given to the safety committee. One of those recommendations was to increase security in the finance area. This area of City Hall handles money and operates essentially as a banking facility. Due to the inherent risks associated with being a financial institution, there are best practices that should be implemented to provide a safe and secure work environment.

Best practices recommend several things. The ultimate goal is to delay an intruder/hostile person long enough to allow the employees to react and get to safety. This is often accomplished by creating barriers (visual and physical, controlling access, and having appropriate response policies in place.

The employee door in the finance area lobby should be secured to prevent unwanted entry into the employee work area. The current counter height is too low allowing someone to easily go over it to access an employee. Furthermore, the current setup allows someone to easily be able to reach over the counter and grab cash, etc., from the drawers. The best option to remedy this situation, without having to incur the expenses of completely rebuilding the counters and replacing the furniture/seating for the employees is to place a partition between employees and those wanting to gain access.

As a facility that deals with the public, we will be moving forward with installing a glass partition with 8" openings that allows for face to face communication and full natural surveillance for both customers and employees. In addition, this accommodates the ADA counter height requirement as well as the regular height counters. The 8" gap in the glass allows for easy communication and exchange of cash/papers/etc., yet makes it physically challenging for someone to try and climb or reach through. This option allows for the use of the current counter setup without having to make major renovations to the facility.

Finance Department

