



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
November 1 , 2015		

I. **PURPOSE**

This Administrative Directive describes policies and procedures relating to security and access for the Mayor and Council Chambers located on the first floor of City Hall. The Mayor and Council Chambers, Conference Room, Satellite Offices and Press Room, shall be hereafter referred to as the 'Chambers'.

II. **POLICY**

Under Tucson Charter Chapter X § 10, the City Clerk is responsible for City Hall. Accordingly, the City Clerk's Office shall manage access to the Chambers. The Chambers is in a secured area of City Hall for the use of the Mayor and Council; City Boards, Committees and Commissions; and other government agencies only. Public access to open public meetings of the Mayor and Council and other City Boards, Committees and Commissions will be provided. Occupants, operations and assets will be protected. Other authorized government agencies may use the Chambers upon approval by the City Clerk.

III. **RESPONSIBILITIES**

A. **City Clerk**

1. Public Access to the Chambers will remain through the east doors.
2. The City Clerk's Office has the responsibility for providing access to the Chambers through secured doors on a case-by-case basis.
3. Departments are not authorized to seek access to the Chambers through means other than the City Clerk's Office.

B. **Department Responsibilities**

1. City employees requesting access to the Chambers through secured doors must submit a form titled "City ID and Security Access Form" and submit it to the City Clerk for approval.
2. All City employees must observe security restrictions when using the Chambers.



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IV. AVAILABLE HOURS FOR CHAMBER USE

A. Regular Business Hours

1. The Chambers is available for use by City Boards, Committees and Commissions, and other government agencies, Monday through Friday, 8:00 A.M. through 5:00 P.M., unless prior approval has been granted by the City Clerk.
2. The City Clerk's Office is responsible for opening and securing the Chambers prior to and after meetings.
3. City Clerk staff is not available prior to 8:00 A.M. or after 5:00 P.M.
4. City staff will be responsible for restoring the Chambers to its previous state after use.

B. Equipment and Supplies

1. City staff is responsible for operating the sound system in the Chambers. City Clerk's staff is available to provide training in the operation of the sound system if necessary.
2. City staff is responsible for providing their own blank CDs and other supplies for public meetings in the Chambers.

V. PRESS ROOM

A. Use of the Press Room

1. Approval for use of the press room is granted by the City Clerk.
2. Only members of the press who possess employer-issued identification and prior approval of the City Clerk may access the press room.
3. Members of the press shall display their employer-issued identification at all times while in the Chambers and press room.



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Appendices City ID and Security Access Form

References Tucson Charter Chapter X § 10
http://intranet.ci.tucson.az.us/files/finance/City ID and Security Access Form_v050214.pdf

Review Responsibility and Frequency The City Clerk will review this directive annually or as needed. Last review date: November 30, 2010.

Authorized



City Manager

2/2/16

Date



Card No. _____

ID ONLY Replacement

City ID and Security Access Form

New Employee Current Employee City Hall Council Chambers
 Other Location _____

Name: _____ Employee No: _____
Department: _____ Division: _____ Activity No: (required) _____
Position: _____ Date of Hire: _____ Date of Badge Request: _____

Employee's Signature for Badge

Date

Non-City Hall: Special Access Requests require a written justification.

Approval for Hours "other than" 8 AM to 5 PM, Monday through Friday

Written Justification: _____

City Hall: Standard Access: First Floor Stairwell and South Door Entrance 6 AM to 6 PM, Mon. – Fri.

Select required access points and hour requests:

Access Hours Requested: _____ AM to _____ PM

Days of Week:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday 24/7

Access to Tunnel: Entry Exit Mailroom Double Door Access:

Basement Access Ramp Receiving Door Access:

Written Justification: _____

Signature Box for Approval(s):

Department Head / Designee Signature _____
Date

Department Head / Designee Name (print)

City Clerk Signature Approval (for City Hall and/or Chambers Access ONLY) _____
Date

***Council Chamber Access:**

Date of Request: _____

Standard Access Monday – Friday 8 AM to 10 PM Special Access

Requestor: _____ Position: _____

Department Head / Designee Signature _____
Department Head / Designee Name (print) _____
Date

City Clerk Signature Approval _____
Date

****A Memo from the Department Head must be attached to explain why the employee is required standard access to the Council Chambers. All Chamber access is authorized by the City Clerk ONLY****