

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject: TOWN HALL SECURITY	Regulation No: 1.3	Effective Date: February 24, 2012
	Supersedes: March 14, 1994	

I. PURPOSE

The purpose of this regulation is to establish the Town's policy on Town Hall security.

II. TOWN HALL SECURITY

- A. All doors leading into Town Hall shall be locked at 4:30 pm and opened at 8:00 am, Monday through Friday, with the exception of regular or special meetings of the Town Council, or Boards or Commissions.
- B. At the end of each workday, all doors leading into public hallways and all outside windows shall be closed and locked.
 - 1. It shall be the responsibility of the receptionist to lock and unlock the front and rear main entrances each day.
 - 2. It shall be the responsibility of each department to ensure all windows in their applicable work areas are closed and locked each evening.
 - 3. On nights when the Town Hall is opened for public meetings, it is the responsibility of the most senior staff member in attendance to unlock and relock all necessary doors and entrances.

III. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	2/24/2012