



**JAMES K. HAHN**  
MAYOR

## **EXECUTIVE DIRECTIVE NO. SA-1**

Subject: **SECURITY**

Ensuring the safety and security of all City employees, facilities and the general public is a paramount concern of my administration. From field offices to City Hall, it is imperative that we provide for a safe environment in which to conduct City business. Accordingly, the duty to protect vital City services and the people who provide them shall be directly assigned to City departments or those organizations occupying City facilities.

I, THEREFORE, direct that each General Manager shall be responsible for the development and implementation of a security plan for their respective departments. General Managers will ensure the following:

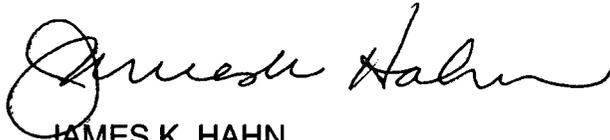
1. That all security plans are clear and concise when assigning duties and responsibilities, such as controlling access to buildings and operations.
2. That the security of all work areas, including those with direct public access such as counters and service centers are provided for in each departmental plan.
3. That incorporation of a detailed and coordinated building evacuation plan specific to each department is included in the security plan. Evacuation plans should be prepared in accordance with the standards established by the General Services Department Building Emergency Coordinator Program.
4. That all aspects of the security and evacuation plan will be communicated to all departmental personnel.

As the lead agency in City security services for all Non-Proprietary Departments, the Department of General Services will serve in an advisory capacity to assist General Managers in the preparation of their security and evacuation plans. In addition to assisting departments, the Department of General Services will continue its efforts to provide an enhanced level of security to City facilities including:

1. Requiring all City employees to visibly wear their City identification cards at all times while working in City facilities.
2. Providing security services to building entrances and common grounds.
3. Reviewing periodically all security plans to include new and remodeled facilities in order to provide for a sufficient level of security.
4. Reviewing and approving site selection, security system design and construction drawings relative to security for all municipal facilities prior to construction.

Each departmental security plan will be submitted to the General Manager of the General Services Department for review and subsequent approval by the Mayor's Office by **December 1, 2004**. Once approved, Departments will review their security plans annually, with revisions and/or status reports submitted to the General Manager of the General Services Department by June 30 of each year.

Executed this 20<sup>th</sup> day of August 2004

  
JAMES K. HAHN  
Mayor

JKH:wtf:39183

Supercedes Executive Directive Nos. 43, dated March 9, 1981 and 59 dated January 16, 1991 (Bradley Series); and 2000-7, dated July 1, 2000 (Riordan Series).