

POLICY NUMBER:

APM - 2-05

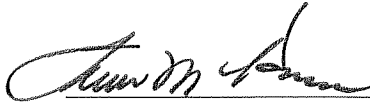
DATE:

May 12, 2005

ISSUED BY:

Linda M. Haskins

City Manager/Designee



SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

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1/20/05

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SUBJECT: MIAMI RIVERSIDE CENTER SECURITY AND PARKING

PURPOSE: To provide an official policy based on the City of Miami's Police Department's security assessment of the Miami Riverside Center (MRC). To provide safe and secured parking for employees. To provide a more secure environment throughout the MRC by preventing unauthorized individuals from entering the MRC. To prevent any unauthorized items an individual may possess.

Effective this date, this Administrative Policy supersedes all previous directives on this subject.

The Policy will be as Follows:

City of Miami employees and customers will be provided with security measures within the Miami Riverside Center's boundaries, both internally and externally. The MRC security plan outlines the means to secure parking and working environments. All City employees, customers, contractors, and consultants must adhere to the guidelines set forth within this policy.

I. Security Measures

A. Parking

1. Employees assigned to work at the MRC, as well as designated City of Miami employees who work at other sites, will receive green colored security coded hang-tags. Designated consultants assigned to work at the MRC will receive a red colored security coded hang-tag. Hang-tags must be hung from vehicle's rear view mirror.
2. Lot 17 is designated for employee parking and City of Miami vehicle parking only; Lot 17 is located behind the MRC. City of Miami vehicles will not need to display a hang-tag. Written notification will be given to those employees who do not display their hang-tag. The Facility Maintenance Office of the MRC is not held liable for any losses or damages to vehicles parked in this lot.

3. Lot 16, located across from the MRC on the north side, is a privately owned and operated parking lot with meters available for use by the general public as well as vendors, contractors, and consultants. City of Miami employees, who are not assigned a green hang-tag, will be required to pay for parking. City employees assigned a City of Miami green hang-tag must display their hang-tag to avoid being ticketed or charged. The Facility Maintenance Office of the MRC will work with a private company to keep this lot as secure as possible, but is not held liable for any losses or damages to vehicles parked in this lot.
4. An individual assigned a City-owned/leased vehicle and whose worksite is the MRC, or has approved access to the MRC garage via an approved access card, may park either his/her personal vehicle or the City vehicle in the MRC garage. The individual's second vehicle must be parked in Lot 17 or Lot 16. If the vehicle parked in Lot 17 is not a City-owned/leased vehicle it must display its hang-tag to avoid written notification or being "booted." No other reserved or unreserved space may be occupied in the garage by the second vehicle.

B. Miami Riverside Center

Components of the MRC's security measures are: Security Guards 24 hours, 7 days a week, Metal Detectors, X-Ray Machines, and a Computerized Check and Validation Identification system.

The north double doors will be the only means to enter and exit the MRC. The northwest side double doors will be assigned "Exit Only," the northeast side doors will be assigned "Entrance Only." The entrance doors on the right side will be used by visitors, the left side entrance doors will be used by City employees and consultants wearing their City issued ID cards. The following procedures are to be followed when entering the MRC building.

1. Procedures for City Employees and Consultants
 - a. Use the left, northeast side doors assigned "Entrance Only."
 - b. City of Miami Employees must wear their City-issued IDs at all times.
 - c. Consultants must wear their City-issued temporary yellow passes at all times.
 - d. If for whatever reason an employee or consultant fails to wear the proper identification, they will be required to go through the visitor's entrance and shall be processed accordingly. There shall be no exceptions. Failure to cooperate with this requirement may result in disciplinary action.

2. Procedures for Fire-Rescue Personnel
 - a. Use the left, northeast side doors assigned “Entrance Only.”
 - b. Follow the procedures for City employees (uniform/non-uniform).
 - c. Fire-Rescue personnel responding to an emergency call at the MRC building will be granted access to the building with no additional identification requirement.
 - d. Security personnel shall be immediately notified that Fire-Rescue personnel have been requested.

3. Procedures for Police Personnel
 - a. Use the left, northeast side doors assigned “Entrance Only.”
 - b. Follow the procedures for City employees (uniform/non-uniform).
 - c. Police personnel responding to an emergency call at the MRC building will be granted access to the building with no additional identification requirement.
 - d. Security personnel shall be immediately notified that Police personnel have been requested.

II. Administration and Responsibilities

- A. The Department of Employee Relations, Division of Labor Relations is responsible for the administrative aspect of the MRC security plan. Each employee authorized to park in the MRC garage may be provided with a maximum of one hang-tag which will be tracked via its security code.

- B. The Miami Riverside Center Facility Maintenance Office is responsible for upholding all security measures established and set forth within this policy and for maintaining all security equipment. This office will provide hang-tags to employees at time of orientation and will oversee the payment process for replacement hang-tags; the cost of a replacement hang-tag is \$25.00. Employees may purchase ID display neck straps from this office for a nominal fee. On the outside of the MRC building, this office is responsible for posting visitor check-in procedures.

III. MRC Parking Regulations

- A. Parking in non-reserved parking spaces in the MRC garage will be on a first-come-first-serve basis for those employees issued an MRC garage access card, including 24-hour City vehicles.

- B. Park only in designated spaces, within the marked lines. Parking adjacent to curbs, fences, in-between handicapped/disabled parking spaces, in the entranceways to the garage and the loading dock, etc., is not permitted.

- C. Back-in parking in the garage is not permitted, except with approval from the MRC Facility Manager.

- D. Disabled employees utilizing handicapped parking spaces will display the required disabled notification hang-tag and have a copy of their current Disabled Vehicle Registration Form on file with the MRC Facility Manager.
- E. Reserved spaces are to be used only by those specifically assigned to each space. An individual assigned a reserved space will park only in that space. Parking in another space in the garage or in an outdoor MRC lot is prohibited, except where noted below.
- F. Use of a reserved parking space by other than the assigned individual is at their discretion; e.g., an individual assigned a parking space who is on vacation may authorize another individual to park in his/her assigned parking space.
- G. Visitors to the building may park in Lot 16 or in the metered parking spaces on the streets adjacent to the building.
- H. Employees with City vehicles are not to park in the metered parking spaces on 3rd Street/N.W. North River Drive during work hours.
- I. All City owned/leased vehicles are to be parked overnight in Lot 17, except for the survey truck, which will be parked on the ground floor of the MRC garage.
- J. Employees with MRC parking garage cards may park their vehicle overnight in either the garage or Lot 17.
- K. Lot 17 will be locked between the hours of 7:00 PM – 5:30 AM. Access during this period may be granted by contacting the MRC lobby front desk at 305-416-1040. However, Lot 16, which will now be used for public parking, will no longer be locked overnight.
- L. Exceptions to any of the above parking rules must be approved by the MRC Facility Manager.

Security coded hang-tags are the property of the City of Miami and are strictly for the use of conducting City business only; they cannot be transferred, sold or used in any other way. Misuse of hang-tags may lead to disciplinary action up to and including termination. Written notification will be given to those employees who do not adhere to the Parking Regulations and the Security Measures listed above. Continued abuse of these regulations may result in a vehicle being towed or “booted.” If an employee believes his/her car has been towed or s/he has questions about a written notification s/he can call (305) 416-1040 for information. If an employee’s vehicle has been “booted,” s/he will need his/her department director to authorize its release by completing a “Vehicle Release Form” available from MRC security in the MRC lobby.