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| **SECURITY** | **RESTRICTED ACCESS PROCEDURE** |

**UPDATED: 03/26/2021**

* **Security will be notified by MBC Leadership that the building is moving into restricted access:**
  + **Security Supervisor to contact HC IT to update exterior entrance programming.**
* *Card Access Team. 612-348-7580*

*Hennepin County – Facility Services. Security Division – MC 002A*

*ps.card.access@hennepin.us*

* **Process Under restricted access:**
  + **4th street: the following procedures must be followed:**
    - Side/eastern and western doors to be secured.
    - Center door will be card access only.
    - All exterior doors remain available for egress.
    - No changes to 5th street, 3rd Avenue or 4th Avenue entrances.
  + **Members of the Public:**
    - Members of the public with only be allowed access if have appointments or business needs in the building.
    - All members of the public must sign-in on visitor log.
    - All members of the public must wear a temporary visitor’s badge.
    - All members of the public must be escorted to and from the location of their appointment.
  + **Employees:**
    - No change to employee card access.
* **Restrooms:**
  + - Restrooms will remain open and accessible.
* **Communication Restricted Access:**
* Internal communication: Security supervisor will send out preprepared communication to MBC staff and City Hall employees.
  + - For MBC staff, a SwiftReach alert will be sent to the most updated contact list; file named *Roster w\_Phone Numbers and email – Swiftreach Load [xxxxxxxx].xlsx*
    - For City Hall and HCSO employees, a SwiftReach alert will be sent to the most updated contact list; file named *City Hall HCSO Employees\_[x-xx-xx].xlsx*
* External Communication: Security staff will post signage at exterior entrances.
  + - Signage at 4th and 5th street entrances, indicating building under restricted access and directing members of the public to the 4th street entrance/center door.
    - Verify the “Call Security for Assistance” sign in place at Federal Courts tunnel door.
    - Preprinted signage is located at the security desk, in the filing cabinet, in the file marked “Building Signs.”

**Contact information for appointments:**

* Room 30 Civil/Finance – Sgt. Todd Vlasaty –
  + Desk# 612-348-5350/
  + Mobile# 612-490-9972
* Room 22 Gun Permit Unit - Kristin Tomlinson
  + Public# 612-290-5725
* Room 26 Professional Standards Division – Sgt. Norm Lindsay
  + Mobile# 612-328-2504
* Room 2 Internal Affairs Unit – Detective Nick Koch
  + Mobile# 612-490-0207
  + Public# 612-348-8318
* Room 6 Sheriff’s Administration
  + Public# 612-348-3744
* Professional visits to the ADC should be redirected to the PSF.

**Public contact for the City Attorney’s office:**

* 612-673-2585

**Public contact for the City Clerk’s office:**

* [Anita.Roby@minneapolismn.gov](mailto:Anita.Roby@minneapolismn.gov)
* [Jackie.Hanson@minneapolismn.gov](mailto:Jackie.Hanson@minneapolismn.gov)