



## City Hall Access Control Rights



As you know security surveillance and building access will be enhanced over the next month. City Hall access control will require the use of biometric controls, card and pin readers and vehicular traffic readers.

Depending on the location and times of access through a particular door, employees will be required to use their ID badges and/or biometric (fingerprint) readers to gain access to that area. Below is a list and location of doors that have access control devices:

1. 1B Garage – NW Door, SW Door, SE Door.
2. 2B Garage – West Elevator Doors, SE Door, NE Door.
3. 2B Floor – Fitness Center.
4. Lobby – City Council Chambers.
5. City Hall Garage – Roll-up/Overhead Doors (Front Street Entrance).
6. Old Police Garage – North Door, South Door, Roll-up/Overhead Door, South Gate Entrance.
7. Various offices with electronic access.

Please become familiar with these access control devices as you will only be able to gain building access at these doors.

### City of Memphis Access Authorization Levels

<b>Level 1 – Building Entry</b>	Building entry during regular business hours of 7:00 am – 6:00 pm (Monday – Friday) **doors leading from garage to building interior**  <b>Supervisor or Manager authorization</b>
<b>Level 2 – Parking Garages (includes Level 1 access)</b>	Old Police Garage (24 hour access) City Hall Parking Garage business hours access 7:00 am – 6:00 pm (Monday-Friday) **please specify which garage access needed**  <b>Supervisor or Manager authorization</b>
<b>Level 3 – Departmental Access (includes Levels 1 and 2)</b>	Specify the department name and room number employee needs access to ***only needed where readers are installed***  <b>Manager, Deputy Director or Director authorization only</b>
<b>Level 4 – City Hall after hours access (includes Levels 1, 2 and 3)</b>	City Hall building and parking garage (24 hour access) **building will only be accessible through NW 1B automatic doors entrance**  <b>Deputy Director or Director authorization only</b> Authorizer will assume responsibility for employees with 24 hour access

To obtain access control rights for permanent or temporary “after hours” authorization, a City Hall Access Authorization form must be completed and approved by the Deputy Director or Director. Access control rights and “after hours” authorization can be regulated. (Ex. Employees needing to work only 2 days a year after normal business hours would request authorization when needed). After hours access only gains entry into the building. A key or control authorization may be required for entry into various offices.