

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 16

NIGHT MEETING SECURITY

OBJECTIVES

To establish an accepted procedure for securing the meeting room and building following night time meetings, while providing a safe environment for City staff and volunteers.

PROCEDURES AND OBJECTIVES

- 1. Secure Building.** All doors and windows to the meeting room and building shall be locked following the meeting, making a reasonable attempt to secure the building.
- 2. Provide Safe Environment.** Following all meetings the Presiding Officer of the Commission, Committee, or Council shall make certain that no City staff or volunteer is left to secure the building by themselves. A minimum of two persons shall be the last to leave the building.