

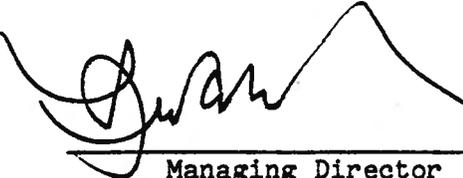
MANAGING DIRECTOR'S DIRECTIVE NO. 20

SECURITY OF VALUABLES LEFT OVERNIGHT
IN THE MUNICIPAL SERVICES BUILDING

To insure proper security of all valuables left overnight in the Municipal Services Building, the following provisions of this Directive will become effective immediately:

1. Each department or division will appoint two authorized persons, a delegate and alternate, to accept responsibility for security of valuables.
2. Each authorized person will carry Employee Identification Card, with picture and signature.
3. This card is to be presented to the Chief Cashier, Revenue Department, Public Services Concourse.
4. Valuables will be locked in a secure metal box on the front of which the name of the department and division will be clearly printed.
5. Security boxes will be delivered to the Chief Cashier, Revenue Department, Public Services Concourse between 4:30 and 4:45 p.m. The boxes will then be placed in the Revenue Department vault for safekeeping until the morning of the next business day.
6. Upon relinquishing the security box at night, the authorized department or division representative will sign the dated sign-in sheet and have the cashier initial the same.
7. Security boxes may be picked up from the Chief Cashier before 9:15 a.m. To obtain his box, the authorized representative or his alternate will present his Identification Card to the Cashier.
8. Upon receipt of the security box, the authorized department or division representative will sign the dated sign-in sheet and the cashier will initial the same.

No security boxes may be returned or picked up at other than the designated times.



Managing Director