



Rebecca Grill
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November 30, 2017

Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

Mayor Devine and Common Council Members:

Attached to this file please find the most recent security recommendations and reports for various city buildings compiled by the Police Department. It is important that you are aware of the recommendations as they have fiscal and/or operational impacts.

I look forward to discussing this information and possible next steps at the Administration and Finance Committee Meeting on December 5, 2017.

Please let me know if you have any questions.

Sincerely,

Rebecca N. Grill
City Administrator

Health Department Security Recommendations

From: Anthony Spath
Sent: Monday, April 17, 2017 11:30 AM
To: Linda Huske; Sally Nusslock
Subject: RE: walk around of Health Dept.

Thanks for seeking our assistance this morning. As we discussed, I think the biggest threat that should be addressed is adding a doorway from the front lobby area to the bathroom area. Reasoning is that it allows unlimited access to the remainder of the building. This can be controlled by building a wall with a door that is card reader/buzzer activated. Also have doors leading from the clinic area to the office area should have card readers.

Increase signage to indicate that no narcotics drugs are kept on the property. These signs should be posted on exterior doors to help prevent burglaries and robberies. I would also suggest a camera view of the front of the building viewing east and west National Ave. in order to view park bench.

If there is anything I forget let me know.

Thanks

Tony

Anthony Spath
Sergeant | Police Department
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Security Recommendations – Public Works

From: Paul Hartmann
Sent: Saturday, October 21, 2017 8:07 PM
To: Linda Huske
Cc: Jessica Johnson; Dave Wepking
Subject: Notes & Security Recommendations at DPW

Linda,

The following email is a summary of the security recommendations from our brief walkthrough of DPW from 10/18/17. Please let me know if you need a more formal security audit.

DPW PARKING LOT

Concern: On the West End of the lot there is a fence line that parties have used to access the lot. The fence is in very poor condition and easily by-passable via the residence to the west of the lot.

In addition to the fence being in poor condition there is considerable overgrown vegetation along the fence-line (primarily from the neighbor's yard)

Recommendation is to either repair or replace fence with higher and more decorative fence that would be harder to scale. In addition, it is recommended to remove overgrown vegetation as it provides a hiding place for someone viewing the parking lot. This may involve removing a segment of a very large tree overhanging the parking lot from the neighbor's yard.

Video Surveillance – Linda I did check the cameras and the pole in the south center of the lot does have a camera. That being said, the camera does not detect the very SW corner of the lot (& fence-line). The camera is not very great at night time so I would recommend a better camera along with additional lighting as you mentioned the lot can very dark at night. As the lot is not used at night, I cannot argue substantially about the lighting of the lot as that would be an ongoing financial cost.

North West Lot Entry at DPW (aka where Forestry enters lot)

Concern: On occasion the public and/or irate citizens come in through lot not meant for the public and access the DPW building via doors that are not secured during the day. The lot does have a fence, which is left open during the day as vehicles are constantly coming and going from lot.

Recommendation: First recommendation would be to post very visible signage indicating that the lot is not a "Public" access. Signage should be obvious and also direct public to the south (main) entry.

Additional recommendation would be the consideration of a mechanized gate at the north lot. However, installation of fence and mechanisms to ALL city vehicles along with continual maintenance could result in substantial financial burden. This would keep the gate closed when not in use so public could not access area.

Overall Suggestions at DPW Grounds

Installation of security fobs at entryways that are be used by employees and not the public (department specific). In addition (because many doors do have security fobs), there has to be continual reminders and possible supervisor actions to hold parties accountable for "propping" open doors. Even though propping doors appears to be an on-going practice at various areas of DPW (namely for convenience and ventilation comforts), leaving doors propped up defeats security efforts for the entire building.

Additional signage to help direct the Public at DPW. As I mentioned to Linda when I visited, when I got to the DPW grounds I was confused as to where I was going and which doors I could/should access. There is some signage posted, however, "obvious" signage would help direct the public and therefore reduce members from the public wondering into areas they should not be at DPW.

Concern regarding one employee working at yards by themselves (Wednesday night 1500-1700). It is recommended to have more than one employee staffed at any time as a general safety concern. If something were to happen to the one employee that is working that would incapacitate them for some reason; this could potentially result in a life threatening situation, especially if it would take until the next day for someone to come across incident.

Removal of overgrown vegetation/shrubbery surrounding the outer perimeter of DPW. There are areas surrounding the DPW fence line that there is significant overgrown vegetation and shrubbery. It is recommended that vegetation is removed to improve sight lines into and out of the DPW grounds. In addition, overgrown vegetation such as growing trees provides areas in which parties attempting to scale the fence could use vegetation to assist their efforts.

Paul



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West Allis City Hall Security Recommendations

Members of the West Allis Police Department provide this security audit. The recommendations provided are strictly suggestions to help reduce the chances of a crime being committed against the property. West Allis Police Department conducting the audit is **not responsible** for any crime committed against the property, or any persons associated to the property.

Date Received: 09/01/17

Date Returned: 10/30/17

Date Completed: 10/10/17

Police Occurrence Number:

Address/Location: 11301 W Lincoln Ave. West Allis, WI 53227

Police Communications Division:

Security Auditor: Desk Sergeant Paul Hartmann

**Contact Person(s): Lieutenant Jessica Johnson, Safety and Training Coordinator Linda Huske
Deputy Chief Christopher Botsch**

Telephone: (414) – 320 - 8000

Office:

Person Requesting Audit: Safety and Training Coordinator Linda Huske

Security Concerns:

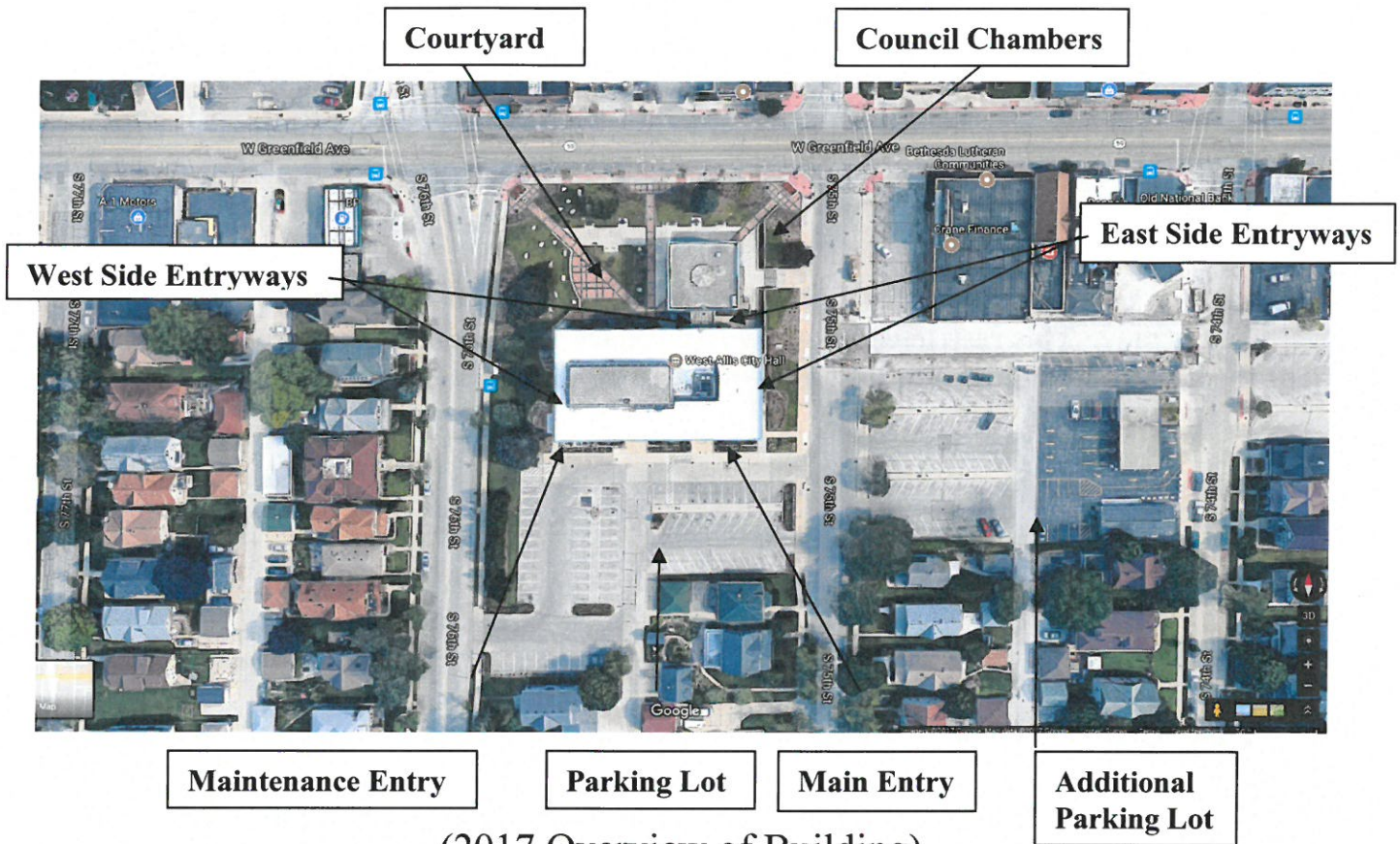
Concerns leading to Security Recommendations:

A current concern amongst City of West Allis Employees is the security of the interior of the building for City Hall located at 7525 W Greenfield Ave. The primary concern expressed by employees is non-employees or members of the public that have been found roaming and/or accessing various areas of the building without notice or supervision.

Even though there is security fobs (locks) restricting many areas of the building, there is a desire for greater control of access throughout the building in order to help detect members of the public that have accessed the building. Along with this is a concern for the potential safety of employees in areas where there is a singular employee staffed in case there is some type of confrontation in the building unknown to other employees.

The premise of this report is to provide recommendations that will assist with controlled access throughout the City Hall building, which would result in a greater knowledge of on-going activities of the public that have entered the building.

West Allis City Hall - 7525 W Greenfield Ave



(2017 Overview of Building)

- + Main Entrance is located on the South Side of Building
- + Additional Entryways by alcoves on both East & West Sides of building
- + Additional Entryways are located between primary building and Council Chamber building (Lower Level - East & West Sides)
- + One additional Entryway for Council Chamber is located on East Side of building with concrete stairwell
- + Employee Only Entryway is located on South West corner for Maintenance Personal

Recommendations:

Restrict Access Points to Main Entryway

The first recommendation that would assist in controlling access throughout the building of City Hall is to restrict the number of Public access/egress points to enter the building. Currently, there are three doors that are open for the public during business hours that can currently access the building. The access points include the **Main Entry** on the Southside of the building, and **two entryways** on the lower level between the main building and the Council Chambers building.

If the two entryways on the lower level were secured, all public traffic would have to flow through the Main Entry only. This restricted access would reduce the access points to one singular access way that if monitored would result in staff awareness of members of the Public accessing the building.



Note: The recommendation for locking the east/west entryways should include a security fob system and intercom system with video surveillance that would allow employees to use the entryways, as well as allow the public to be granted access after contact via the intercom system. Signage displaying the doors are locked is also recommended.



Note: While performing security walkthrough contact was made with a janitorial employee who advised that he has had previous encounters with homeless people attempting to sleep in the area just inside the west/east entryways in the past. While inquiring why the doors are not currently locked normally, the employee advised it was past practice under a previous city administrator for unknown reasons.

Installation of Staffed Desk at the Main Entryway:

Once public access has been minimized to one entryway a staffed desk should be established inside the Main entryway. By having a staffed desk, employees will have contact with any person from the public that enters the building. Staff at the desk should be able to direct public persons directly where they need to travel to as well as alert employees staffed throughout the building that a person from the public may be in route to their area of the building. This will eliminate members from the public from being able to merely enter City Hall and be able to roam/travel without detection or observation.

Note: Considerations regarding Staffed Desk at Main Entryway.

Exact Location of Staffed Desk

Ideal placement of the staffed desk will require further consideration. Due to the placement of the Human Resources Department just inside the Main Entry of City Hall, arguments could be as to whether the desk should be placed right at the entry, placed further away from the entry, or at the crossway of hallways that divides the hallways of the main floor of City Hall. While placement right at the entryway would result in contact with parties prior to reaching the Human Resources Department, an area like crossway of the hallways would allow parties at the staffed desk a more ideal observatory position for reacting to parties entering the building and observing the duration of the hallways that the public would be using (this would allow staff to visually observe that the public is travelling to a desired area). Currently there is a "City Directory" board in the area midway between the Human Resources Department and the crossway of the hallways that could either play a part of the staffed desk, or require removal as it obstructs site lines to the main entryway.



(View of Main Entryway N/B into City Hall)



(View S/B towards Main Entry Way)

Aesthetic and/or Security of Desk

There are several considerations to be considered when weighing the options of Aesthetic and Security of the staffed desk. While a more secure desk may involve concepts such as an enclosed area shelled by bulletproof glass, security features may appear unaesthetic. However, security for the setup of the desk is important due to items such as a city computer or a telephone system will likely be kept at the desk. It is recommended that a variety of types and styles of desk set ups are reviewed prior to selection in order to determine preference of style of staffed desk. Cost may be a significant factor in the selection.

Installation of Panic Alarm/Intercom System with Video Surveillance

A panic alarm/button should be installed at the staffed desk as that area will likely be the first area to encounter an emergency situation entering City Hall. Panic Alarms have already been installed throughout City Hall directly linked to the Police Dispatch Center.

An intercom system with video surveillance would also be beneficial due to the secured entryways at the building. An intercom with video surveillance would allow the main entry way to be monitored, allow staff to grant access, as well as be able to temporarily lock the doors in case staffing was momentarily not available.

Staffing at Desk

The staffing of the desk is going to require deliberations as there are substantial factors to consider such as whether the position will be a new position with the city, filled in with existing employees (possibly on a rotational basis) etc. A determination will also have to be made as to whether the desk will be staffed by one or two personal. While two personal would have pros such safety in a pair of persons, allow parties to have breaks easier, or stagnant hours if City Hall is due to be open for longer hours such as after-hours council meetings. However, staffing multiple persons would result in the additional costs associated with staffing.

Security Fob access to Stairwells from the Main Floor (possibly Elevator):

In addition to controlling access to the entry of the building, another recommendation that would further assist in restricting public access to the building would be to add electronic security fob access control to the stairwells on both the east and west sides of the main floor in City Hall. This additional layer of secured access would further prevent persons from the public accessing the upper and lower levels of City Hall subject to proceeding past the staffed desk at the main entry. As a result to adding security fobs the stairwell areas, the only exception to controlling access to the upper and lower levels would be the elevator.



(Stairwell on Main Level of City Hall)

Note: Considerations regarding key fobs on doors leading to stairwells

One concern that may arise with the installation of security access to the stairwells is that the stairwells do have doors that could be used as emergency exits. If there were a situation that would require exigency to evacuate the building, this could result in a potential dilemma. A fire inspector may determine if this would be in violation of any fire codes. The security fobs would need to automatically deactivate in case of something such as the fire alarm going off.

While a security fob/access can readily be added to the stairwell doors, it is unknown how readily any type of control access could be installed to the elevator system. There are elevator systems in places such as hospitals that can restrict access to specific levels with a security pass, however, it is unknown at this time the availability, financial cost, and/or practicability this would have with the elevator at City Hall. This could be further examined as viable option to restrict access between City Hall floors that would require additional research.

Follow Up Recommendations:

Either an annual or bi-annual meeting involving police and safety coordinator to express and/or address any further security concerns with the property of City Hall.

SECURITY OFFICER REVIEW DATE: 10/10/2017

SECURITY OFFICER: SGT. HARTMANN

NOTES:

Occasional tests of Panic Alarm and Dispatch Response should be performed with City Hall employees and dispatch personal to ensure adequate actions are taken in case of a real emergency.



