



**CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**



City-County Building Access – Non-Business Hours

Eff. Date 03/01/2014

Purpose

This procedure describes how to obtain access to keys to areas of the City-County building during non-business hours.

Procedure

Police personnel are periodically dispatched to various locations within the City-County Building during non-business hours. Since access to some floors and offices has been restricted in the past, we made arrangements to have building keys available to officers in the Dane County 911 Center located in Room 109 of the CCB. When officers are dispatched to a call for service within the building during non-business hours, the primary officer should report to the 911 Center and request building keys from the shift supervisor in that facility. Officers will be expected to return the keys to the 911 Center immediately following their investigation.

(Reviewed Only: 01/27/2016, 11/01/2016, 12/26/2017, 01/31/2020, 01/31/2023, 01/31/2026)