

OFFICE OF  
**THE CITY ATTORNEY**  
CITY OF SAN DIEGO  
  
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March 11, 2011 (*Updated April 5, 2011*)

*CITY ATTORNEY'S OFFICE SECURITY SYSTEM UPGRADE*

The City Attorney's Office underwent a security assessment by the San Diego Police Department. Recommendations were made to improve the security and safety of the employees of the City Attorney's Office. Funding was included in the current FY11 budget to upgrade the security in the office on all City Attorney occupied floors of 1200 Third Ave., which include floors 5, 6, 7, 11, 12, 13, 15, and 16. Currently each floor has multiple access doors into the City Attorney's Offices, which are controlled by either electronic keypads or cylinder locks that are all set to the same 4 digit pass code. This has been identified as an antiquated system, as anyone who has the number can get into any floor of the office. Controlling access is very difficult. Due to the cumbersome nature of changing the numeric code (must be done manually, door by door), the code is not changed very frequently.

The City Attorney's Office is upgrading to a comprehensive access control system that is easy to manage, as recommended in the security assessment. The current numeric code door locks will be upgraded to an electronic proximity card reader system. *In Phase One, each employee will be issued a proximity card to access the City Attorney's Offices. Phase Two will include issuing an improved City Attorney identification card, to replace the existing laminated City Attorney identification card.* The improved identification card will be designed to comply with Federal standards for personal identification cards, and assist in providing identification and access to employees entering other government facilities. In addition, a video surveillance system will be installed in each of the main reception areas on each floor where members of the public frequent, excluding the 13<sup>th</sup> floor where only the law library is located. *The cameras will be installed over or near the reception window(s), and will be pointing out at the rest of the lobby area.*

Installation of the upgraded security system is anticipated to begin in *April/May 2011*.

If you have any questions or need additional information, please don't hesitate to contact me at 619/533-5811.

JAN I. GOLDSMITH, City Attorney

By



Tanya Tomlinson

Deputy Director of Administrative Services