
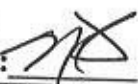


Commission on Animal Care & Control	<b>General Order : #010</b>
<b>Subject: Facility (Building &amp; Personnel)</b>	Date Issued: 07-17-02 <b>Manager's Approval:</b> 

1. If an employee observes a problem involving the building operation (flooding, alarm sounding, etc.) the following procedures will be adhered to:
  - A. Immediately notify Supervisor of situation.
    1. First watch must page the building engineer and the Operations Manager/Deputy Director.
  - B. Supervisor will notify the building engineer and the Operations Manager or Deputy Director.
2. Personnel, when assigned to in-house duty, are to remain in their respective assignment areas at all time during their tour of duty. Supervisors will ensure that the personnel remain in their duty assignment positions until properly relieved. All personnel must obtain Supervisor's permission when requesting to leave their designated work areas.
3. The dayroom/lounge is to be used only during authorized periods such as lunch or break.
4. Employees while not on duty may tour the building after signing in the lobby visitors log and will have the privileges of any citizen from 12 Noon - 7PM.
5. NO UNAUTHORIZED PERSONNEL/CITIZEN will be permitted upon the premises or properties of the Animal Care and Control Center during non public hours (7:00 PM to 12:00 Noon).
  - A. UNAUTHORIZED for the purpose of this Memorandum shall mean:
    1. Personnel of the Animal Care and Control Center NOT ON DUTY
    2. Citizens NOT turning an animal into the Animal Control Center for impoundment.
6. This shall also means ALL City of Chicago employees NOT ON OFFICIAL BUSINESS.
7. Visitors to the facility that are not employees of this department (excluding delivery personnel) and employees that are not on duty must sign-in on the log provided at the front desk before entrance to any part of the facility and must be accompanied by a Supervisor or Manager. See GO#035 for Visitors.
8. Unauthorized Materials.
  - A. The consumption of food and/or the distribution or use of any literature or reading

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materials in the work area that are not duty related such as books, materials found in any work area will be disposed of.

- B. All literature placed on bulletin boards must have prior approval. The removal of authorized materials from bulletin boards is prohibited. In regards to union related material, the signature or initials of the appropriate current union steward shall suffice.
  - C. The placement or distribution of any materials of a sexual, ethnic or racial discriminatory nature shall result in disciplinary action up to and including dismissal.
8. No smoking is permitted in the building. Smoking outside of the facility is permitted for personnel during lunch/breaks or when off-duty.

NOTE: It shall be the responsibility of all Supervisors to ensure that this memorandum is adhered to.

Filename: GO-010  
Revised: 07-17-02