



Office of the Administrative Director of the Courts — THE JUDICIARY • STATE OF HAWAII
417 SOUTH KING STREET • ALI'ĪOLANI HALE • HONOLULU, HAWAII 96813-2943 • TELEPHONE (808) 539-4900 • FAX (808) 539-4855

Rodney A. Maile
ADMINISTRATIVE DIRECTOR

Iris T. Murayama
DEPUTY ADMINISTRATIVE DIRECTOR

DATE: March 12, 2012

TO: All Ali'Īolani Hale Employees

FROM: Rodney A. Maile *RAM*
Administrative Director of the Courts

SUBJECT: USE OF KEYS AND ENHANCED SECURITY FOR ALI'ĪOLANI HALE

I. Purpose:

This memo is to promote the safety of our employees and the public, and combines the provisions of prior communications regarding "Enhanced Security at Ali'Īolani Hale" and "Keys for Ali'Īolani Hale." It is therefore critical that each employee adhere to the following set forth herein.

All Ali'Īolani Hale [hereinafter, the building] employees shall be subject to the following rules pertaining to keys issued to the employee. All keys for the building, including internal offices, shall be issued by and returned to the Bailiff of the Hawai'i Supreme Court [hereinafter, Bailiff]. Each employee shall be required to sign-out for all keys issued to him/her, and, by signing for keys, the employee agrees to be bound by the following rules:

II. Employee Use and Responsibility:

- A. All Ali'Īolani employees shall be issued keys for their respective offices.
- B. Every key for this building has the inscription "DO NOT DUPLICATE."
Duplication of keys is strictly prohibited.
- C. Employees shall **NOT** label keys in any manner that allows the keys to be identified as keys for the building (e.g., Supreme Court, Clerk's Office, Justice's Chamber, etc.). Each key is inscribed with a five-digit code for purposes of identification. The employee may use this code to identify a specific door; or, the employee may place a color-adhesive dot (or similar non-descriptive identification code) on each key to assist in remembering which key operates a certain door. **It is important to remember not to label keys in a manner that would make them readily identifiable for this building. This prohibited practice prevents unauthorized access in case the keys are lost or stolen.**

Keys located within a particular office or program and made readily accessible for all staff to use, such as keys for a bathroom, storage or conference room, may be specifically labeled "bathroom," "storage room," or "conference room," etc.

- D. Employees shall **NOT** attach key(s) to their Judiciary Identification Badges. This prohibited practice is in accordance with Section II (C) above in preventing the keys from being readily identifiable to this building.
- E. Employees shall **NOT** loan or exchange key(s) with any another employee. Loaning keys to non-employees is strictly prohibited. Each employee is responsible for any key(s) issued to him/her.

III. Returning Keys:

- A. Employees who are reassigned or transferred to another program or division **within** the building shall return all keys to the Bailiff. The Bailiff will determine which keys are required for the employee's new position and will issue a new set of keys accordingly.
- B. Employees who are reassigned or transferred to another program or division **outside** of the building shall return all keys to the Bailiff by the close of business on the employee's last day of work.
- C. Employees who separates from employment with the Judiciary shall return all keys to the Bailiff by the close of business on the last day of work. The Bailiff will verify that all keys issued are returned and will acknowledge receipt of the keys from the employee. Failure to return keys in any of the above situations may result in the employee being held financially responsible for any replacement costs.

IV. Lost or Stolen Keys:

Lost or stolen keys shall be reported **immediately** to the Bailiff via telephone (539-4730), followed by a written explanation, submitted to the Bailiff and signed by the employee, regarding the circumstances of the lost or stolen key(s). Failure to report lost or stolen keys in a timely manner may result in personnel action.

The Bailiff will forward the written explanation submitted by the employee to the Deputy Administrative Director of the Courts with a recommendation regarding the replacement of key(s) and/or affected lock(s) based on whether the integrity of the security system has been compromised. The employee may be financially responsible for any replacement key(s) or lock(s).

V. Temporary Issuance of Keys:

In the event that any program or office has part-time employees, volunteers, externs, etc. who require the use of specific office keys, the program head or administrator of such individuals may request the temporary issuance of key(s) by contacting the Bailiff. In turn, the Bailiff will acquire the approval of the Deputy Administrative Director. If approved, the Bailiff will contact the individual with instructions to pickup, sign-out and return of the temporarily issued key(s).

VI. Regular Security Checkpoint Locations and Hours of Operation:

The King Street Lanai Center Door (Location A) shall be open from 7:45 am to 4:30 pm, Monday through Friday, except holidays. An x-ray machine and walk-thru metal detector are located at this checkpoint.

The Diamond Head Side Makai Ramp Door (Location B) shall be open from 6:00 am to 6:00 pm, Monday through Friday, except holidays. An x-ray machine and walk-thru metal detector are also located at this checkpoint. Please note that entry at Location B is restricted during certain times of the day:

1. From 6:00 am to 7:45 am, only Judiciary employees with valid Judiciary identification badges shall be allowed access; and,
2. From 4:30 pm to 6:00 pm, only Judiciary employees with valid Judiciary identification badges and library patrons with valid Law Library cards shall be allowed access. The Deputy Sheriff on duty at Location B shall ensure that library patrons' access is limited to only the Supreme Court Law Library and not to other areas or offices of the building.

VII. Perimeter Exits, Location A, B and C:

Anyone may exit the building at the following locations:

1. King Street Lanai Center Door (Location A);
2. Diamond Head Side Makai Ramp Door (Location B); and
3. Diamond Head Side Mauka Ramp Door (Location C.)

Location A will be secured at 4:30 pm, Monday through Friday, and, although there will be no security staff on duty, it may be used as an exit. Location B will be monitored by the Deputy Sheriffs until 6:00 pm, at which time that location will be secured and the doors locked. Anyone may exit through Location B at any time. Location C is a "restricted entry" and will remain closed and locked at all times. Employees with identification badges are authorized to enter through this location, and anyone may exit through this location at anytime. Anyone exiting through these doors must ensure that they:

- a. DO NOT LET ANYONE IN;
- b. DO NOT LEAVE THE DOOR OPEN; and
- c. TO ENSURE THAT THE DOOR IS CLOSED, LISTEN FOR THE "CLICKS" FROM THE LOCKING MECHANISM (Once outside, double check to make sure the door is secured.)

Locations D, E and F:

1. King Street Lanai Ewa Door (Location D);
2. King Street Lanai Diamond Head Door (Location E); and
3. Queen Street Lanai Diamond Head Door (Location F).

The doors to Locations D, E, and F are "restricted entry" locations and will remain closed and locked at all times. Only designated employees are authorized to enter through these doors. Again, as indicated above:

- a. DO NOT LET ANYONE IN;
- b. DO NOT LEAVE THE DOOR OPEN; and
- c. TO ENSURE THAT THE DOOR IS CLOSED, LISTEN FOR THE "CLICKS" FROM THE LOCKING MECHANISM (Once outside, double check to make sure the door is secured.)

All Other Perimeter Doors Secured:

All other perimeter doors to the building shall remain closed and locked at all times. NO ENTRY OR EXIT WILL BE ALLOWED AT THESE LOCATIONS, EXCEPT IN CASE OF AN EMERGENCY. The affected locations are as follows:

1. Mililani Street Lanai Mauka Door (Location G);
2. Mililani Street Lanai Makai Door (Location H);
3. Queen Street Lanai Center Door (Location I);
4. Queen Street Lanai Ewa Door (Location J); and
5. History Center door on Mauka side of building adjacent to diagonal parking stalls (Location K).

All of the doors at the above locations have been equipped with emergency exit alarms that will sound if the door is opened. The locks on the outside of the doors at these locations have been removed and signs have been posted indicating "NO ENTRY." ABSOLUTELY NO ONE IS ALLOWED TO EXIT THROUGH THESE LOCATIONS EXCEPT DURING EMERGENCIES.

EMPLOYEE SIGN-OUT FORM FOR KEYS

NAME: _____
DIVISION: _____
OFFICE/PROGRAM: _____
POSITION/TITLE: _____
TELEPHONE NO.: _____

SAMPLE

KEYS ISSUED:

Description	Key #	Code	Operates Door(s)	Master

The undersigned hereby acknowledges that:

1. He/she has received the above mentioned keys for Ali'iolani Hale.
2. He/she has read and understands the "Rules and Regulations Pertaining to Keys for Ali'iolani Hale" and accepts the responsibilities attendant thereto.
3. He/she may be subject to personnel action for any violation of the aforementioned rules and regulations.

Employee Signature: _____

Date: _____

Issued by: _____

Date: _____

SAMPLE

HAVE ALL KEYS THAT HAVE BEEN ISSUED

TO THE ABOVE EMPLOYEE BEEN RETURNED?

YES _____ NO _____

(If no, employee shall provide a written explanation on the back of this form.)

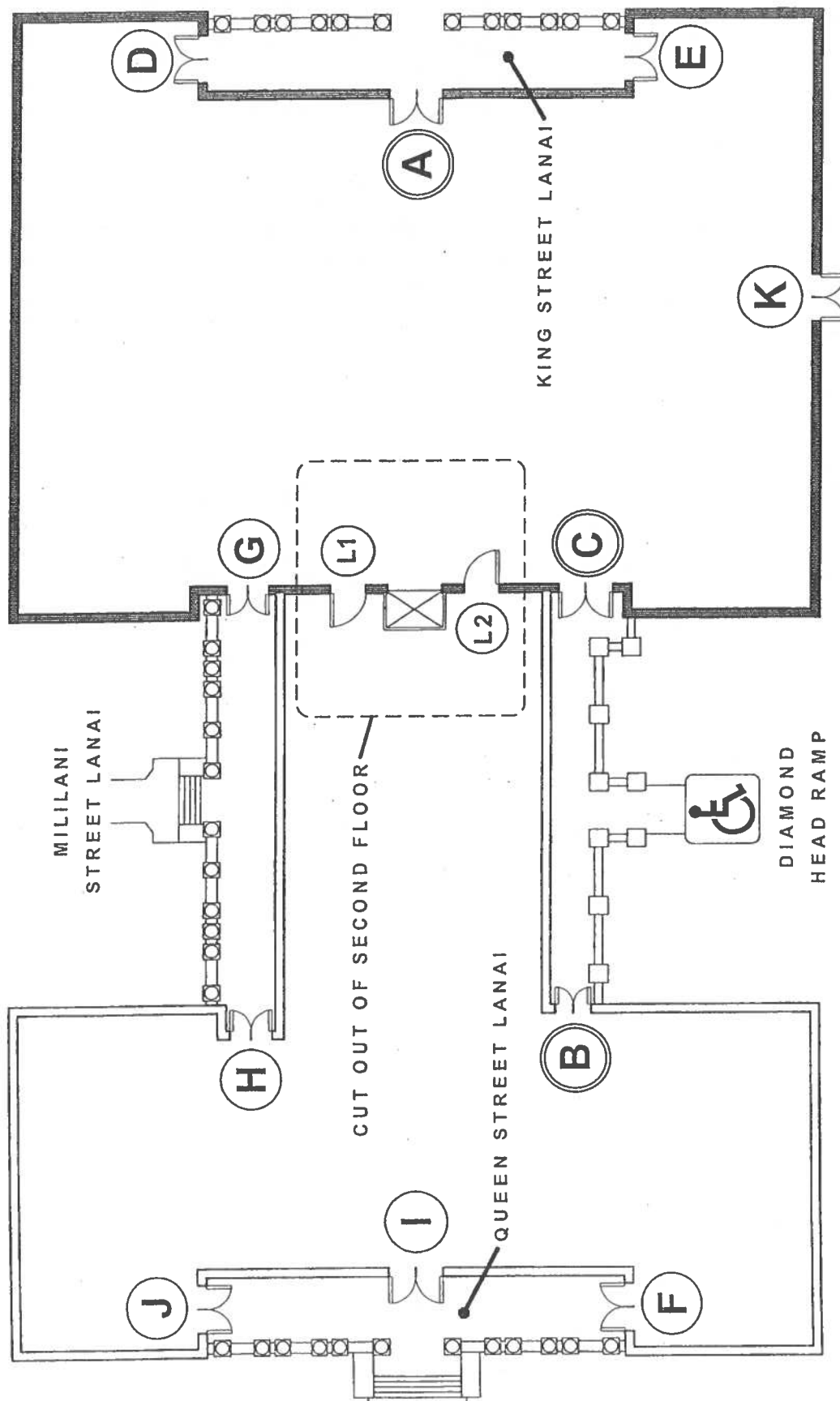
Employee Signature: _____

Date: _____

Received by: _____

Date: _____

ALI'IOLANI HALE LOCATION OF ENTRANCES/EXITS



- KING STREET (MAUKA) SIDE OF ALI'IOLANI HALE
- QUEEN STREET (MAKAI) SIDE OF ALI'IOLANI HALE