



City of Rock Island Water Tower Access Guidelines

Following the World Trade Center incident on September 11, 2001, the Department of Homeland Security identified potable water infrastructures as being susceptible to terrorism. Numerous steps have been taken to ensure the safety of our drinking water infrastructure including, but not limited to, modification of storage tower access ladders, security fencing, tamper proof locks, etc.

The City of Rock Island has implemented the following guidelines for accessing water tower facilities:

In the event a City employee needs access to the water tower, the following procedures must be followed:

1. All City employees must notify RICOMM prior to entering any water tower facility (309-732-2511). RICOMM will keep a log of this activity.
2. The employee must state their name, department, and a brief description as to the nature of their business to the on-duty operator at RICOMM.
3. Upon completion of the work and after securing the premises, the employee must notify RICOMM that they are vacating the water tower facility.

In the event a contractor needs access to the water tower, the following procedures must be followed:

1. A new contractor must contact the Police Booking Custodian (309-732-2525) with the City of Rock Island Police Department, 1212 5th Avenue, Rock Island, Illinois, Monday through Friday, 7:45 a.m. to 3:30 p.m. to apply for a Water Tower Access Permit. It takes two business days to process the background checks.
2. The contractor will be required to complete a series of paperwork including, but not limited to, a clearance check, scope of work statement on company letterhead, estimate of time on site, a list of names and date of birth for employees that will be on site, a "Liable for Damage" form/contract, access guidelines, etc.
3. A photo ID will be issued by the City of Rock Island Police Department that must be kept on the person at all times while on site.
4. The Police Department will issue the contractor a key to the water tower facilities upon satisfactory completion of this paperwork and clearance check from. The key may be obtained from the Police Department during normal business hours, 7:45 a.m. to 10:45 p.m., seven days a week, including weekends and holidays.

If a contractor has not been approved for a Tower Access Permit and needs access to the water tower facilities after the Police Department's normal business hours, the contractor must contact RICOMM (309-732-2511) and RICOMM will send an officer to stand-by at the water tower facility while the contractor is present.

5. The contractor will be required to check the key out at the beginning of each workday.
6. The key can be checked out for a period not to exceed 12 hours. If more time is needed, the contractor must notify the City of Rock Island's Police Department and request additional time.
7. The key must be returned to the Police Department within 30 minutes of the contractor leaving the site.

In the event that the key is not returned or is lost, the contractor and/or company will pay the City of Rock Island \$2,000. Another key will not be issued until the \$2,000 is paid in full.

8. In the event a contractor needs to utilize the services of another contractor, a list of the names, sex/race, and dates of birth of the contractors must be submitted to the City of Rock Island Police Department 48 hours in advance for a clearance check. A permitted employee from the primary contractor must be on site with the sub-contractor at all times.

Print Name: _____

Company Name: _____

Signature: _____

Date: _____