



FACILITIES MANAGEMENT DEPARTMENT ACCESS AND KEY CONTROL POLICY

For the purpose of this policy: "Administrator" shall refer to Department Heads, Directors, Elected Officials, or their respective delegate. "Department" shall refer to County Departments, Courts, JPs, or any entity that occupies space at a County-owned or leased facility in which they are issued keys. "Keyway" refers to one door, or group of multiple doors, that are unlocked with a single key.

Access Authorization and Key Assignment

Each Administrator shall determine which doors their employees have access to, and authorize the issuance of keys accordingly.

Only the Facilities Management Department (FMD) may issue and duplicate keys. FMD will provide one key per keyway to authorized employees at no expense. A Key Control Form will be generated for each key, and all employees must personally sign for each key they are issued. At the discretion of the Facilities Management Department, an Administrator may sign for keys on behalf of their employee with the agreement that they will immediately obtain the signature of their employee on the Key Control Form and return it to the Facilities Management Department within 48 hours.

Current Key Control Forms are vital to ensuring accurate accountability of all keys, and will be the first point of reference in determining an employee's authorization to access offices within their department in the absence of the Administrator. The standard presumption is that if an Administrator has not issued a key to an employee, the employee is not authorized to access the area in the absence of the Administrator. However, conference rooms, supply closets, restrooms, and other commonly shared rooms, that are generally accepted as being available to multiple employees or various departments do not require the employee to be assigned a key, and will be unlocked by FMD at their discretion.

Restricted Access

Administrators may request that doors to highly sensitive areas be excluded from the building's Grand Master keyway, and requires approval from the Facilities Management Department. Since FMD staff do not have the ability to unlock restricted access doors with a Grand Master, approval to restrict access to an area is conditional upon the Administrator's agreement to the following:

1. Restricted Access areas will not be cleaned at night, and the Administrator is responsible for making arrangements to clean restricted areas.
2. FMD will not unlock Restricted Access Doors if the key is forgotten at home, or if the person assigned the key is unavailable for whatever reason; the Administrator is responsible for locating and retrieving the key to unlock the door.
3. FMD reserves the right to revoke a Restricted Access keyway and reinstate it on the building's Grand Master if there are repeated requests to unlock a restricted area.

Grand Master Access

Grand Masters are for the exclusive purpose of accessing buildings and departments to perform critical maintenance and repair, provide custodial services, and response to emergency or hazardous conditions. Grand Masters are not intended to provide a backup method of unlocking doors when keys are forgotten or are otherwise temporarily unavailable, therefore requests of this nature are considered a courtesy and will be provided at the discretion of the Facilities Management Department, as availability of staff permits.

Administrators should respectfully consider that for every request to unlock a door for their convenience, they are causing the disruption of work to an FMD employee, and every effort should be made to avoid this whenever possible, including sending employees home to retrieve their keys, requiring employees to first exhaust all efforts to obtain the key within their own department, encouraging patience to wait for their own staff to arrive with keys, and implementing policies and procedures that facilitates personal accountability.

Key Control

Employees shall keep keys in their possession and ensure that they are appropriately secured when not in their possession. Employees shall only use their keys to access authorized areas for the purpose of conducting County business, performing their duties, or as otherwise authorized by their Administrator. Employees shall not loan their keys to others, or unlock doors for unauthorized persons. Any person who duplicates a County-issued key by means outside of the County, or uses a their key to access an area for purposes not authorized by the Administrator, may be disciplined up to and including termination and/or reported to the appropriate law enforcement authorities.

All employees must turn in their keys to the Facilities Management Department upon leaving the County's employment. When processing out through the Human Resources Department, employees are required to show verification from FMD that they have turned in all keys assigned to them.

Lost/ Stolen/ Missing/ Non-Relinquished/ Extra Key Expense Responsibility

Keys that are lost, stolen, missing, not relinquished from exiting employees, or otherwise unaccounted for shall be reported to the Facilities Management Department immediately. Employees are responsible for the expense of replacing missing keys at the then current cost of the key. The replacement fee is non-refundable, even if the old key is located.

If the Administrator determines it is necessary to change the locks on the keyway due to a missing key, the Department will be responsible for the expense, based on the then current cost of each lock and each new key issued. One key shall be issued to each person; if the Administrator requests "extra" keys for office use, the department shall pay for the cost of the key.