



City of Fort Bragg

Administrative Regulation No. K-1

KEY CONTROL POLICY

I. OBJECTIVE

The objective of this Administrative Regulation is to establish the policy and procedure to be followed by the City of Fort Bragg with respect to control of keys to City buildings and facilities in order to provide legitimate access to all City personnel, establish key procedures for termination, resignation, etc., and establish issuing authority.

II. PROCEDURES

1. Written agreements must be signed by the employee to whom a key is being issued (see Attachment "A").
2. Access will only be given to areas where need can be demonstrated. All requests for keys must be made in writing and must include a justification for access into each area for which a key is requested. Such justification could include but not be limited to the following: Work necessities (electricians, engineers, janitors, etc.); assigned office; areas of responsibility (department chairman—access to entire department area). Provisions will be made for short term requirements on a sign-out basis.
3. All keys issued on a "permanent" basis should be retained in the possession of the person to whom issued at all times. Practices such as leaving keys on desks, loaning to others, etc. should be discontinued.
4. Any person losing a key(s) must notify the Director of Public Works immediately to ensure against compromise of the system. Notification should be made by telephone or in person and followed up in writing.
5. Upon receiving notice of a compromised area due to lost or stolen keys the Issuing Authority will: Replace all affected cores; re-issue keys to open same; compute the total labor and materials cost and present a copy to the responsible person; and issue keys to the responsible person when a receipt is presented from the Finance Office indicating payment of the charges.
6. To protect the integrity of assigned areas, no issued key may be loaned or signed out to anyone not previously authorized by either the Director of Public Works or Public Works Superintendent. Authorization will be granted to any person who can demonstrate a need for access.
7. Employees shall turn in all keys to their department head upon termination or resignation. Department head shall return keys to the Issuing Authority.

III. RESPONSIBILITY

This policy affects all City departments.

1. The Issuing Authority will authorize the issuance of individual keys to City personnel where a need for access to the area in question can be demonstrated. Should there be a dispute between the Public Works Superintendent and the individual requesting the key, no key will be issued until the Director of Public Works returns and evaluates the grounds for refusal.
2. The Issuing Authority shall maintain the Key/Lock Records. These records will include all facility locks, keys and key holders, and will be considered high security. The records will be kept current at all times. These records will provide the basis for individual key/lock inventory and control.

Key Control Policy
Regulation K-1

IV. DEFINITIONS

1. "Issuing Authority" shall be the Director of Public Works or Public Works Superintendent in the absence of the Director of Public Works.
2. "Key holder" is the name of the individual having been issued a specific key.
3. "Key/Lock Records" is a listing of all facility locks, keys and key holders.

Approved by City Manager	<u>Linda Ruffg</u> (Signature)	<u>10.12.11</u> (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		<u>11-4-11</u> (Date)

ATTACHMENT "A"
KEY CONTROL AGREEMENT

Last Name	First Name		Title	Department	
Key Number	Issued	Due	Key Number	Issued	Due

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas. I also understand and agree that a repeat offense may result in further disciplinary action being taken against me.

Printed Name _____

Signature _____

Date _____

