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<b>Policy Number: 205</b>	<h1>Key Policy</h1>	
<b>Effective: <i>April 15, 2003</i></b>		
<b>Revision: <i>NEW</i></b>		

## Policy

To establish guidelines for the issuance of entrance and common area keys (main entrance, stair well, elevator, etc) to **(Insert City Name)** employees. Department Directors will issue keys to restricted or confidential areas on an as needed basis.

## Scope

This policy covers all **(Insert City Name)** facilities.

## Guidelines

- ◆ Keys will only be issued on an as required basis to fulltime City employees upon the written request of their Department Director.
- ◆ No keys will be issued to temporary, part-time or contract employees. Exceptions to this point may be granted upon written request of the Department Director with approval from the Mayor.
- ◆ Keys will be issued and maintained by the Building Maintenance Supervisor.
- ◆ The Building Maintenance Supervisor will maintain a written record of all keys issued.
- ◆ Those receiving keys will be required to sign an acknowledgement accepting receipt of building keys.
- ◆ Keys will be sequentially numbered for identification.
- ◆ Keys will be marked as **(Insert City Name)** property and unauthorized duplication is prohibited.
- ◆ The Building Maintenance Supervisor will be responsible for the duplication of keys upon written request of the Department Director.
- ◆ Upon termination of employment, employees must return keys to their respective department director during the exit interview process or prior to their last day of employment.
- ◆ Failure to return keys will result in the employees' last paycheck being withheld until keys are returned.