

Key Policy

GUIDELINES FOR COUNTY DISTRIBUTION OF KEYS TO COUNTY OWNED BUILDINGS

In the interest of maintaining the security of County-owned buildings, the County Key and Door Opener Policy has been revised. Keys issued as of the date of passage of this Policy will be left as issued. However, beginning on that day, the following guidelines will be followed in determining to whom keys will be distributed:

1. Employees may be issued keys to their immediate office areas, if needed to access their work stations.
2. Area masters may be issued to department heads and to employees with special duties requiring a master i.e., clerical staff charged with opening the office in the morning, or a night watchman or other individual who is required to check a secure area.
3. Keys to other areas, such as storage or conference rooms, may be issued temporarily, within each department. Each department will be issued a maximum of two keys to such area.
4. Exterior door keys may be issued to Elected Officials/Department Heads and those other employees who are asked to work at times other than the regular work day. Buildings & Grounds staff will be issued keys necessary to perform building duties.
5. County employees shall be issued keys and door openers to County Buildings only with the written consent of the respective office holder or Department head and when in concurrence with this County Key and door opener policy. Approval of the Director of General Services is required prior to issuing requested keys or openers.
6. Distribution of building Master Keys or exterior door keys issued to any County facility require the written approval of the Director of General Services and the County Administrator.
7. Keys will be issued to employees for areas or building within their scope of responsibility.

TRANSFER OF KEYS:

1. Transfer of keys from one employee to another must be noted to the Director of General Services by memo from Department Head/Elected Official.
2. Final paycheck of terminated employee will be held until:
 - A. Central Accounting has notified General Services to determine if keys are held prior to issuing final paycheck.
 - B. Keys are returned to General Services Director who will issue memo to Central Accounting to release check; or
 - C. Keys are transferred to another department employee, as evidenced by memo from Department Head/Elected Official to Director of General Services, whereupon Central Accounting will be notified to Release final paycheck.

KEY DISTRIBUTION RECORDS:

1. Each department Head/Elected Official will designate one employee and back-up to keep key distribution records with that department. These contact persons names will be forwarded to the Director of General Services.
2. Key distribution records will be updated annually in January. General Services Staff will send a copy of records to department contact person who will note changes or initial and return.

Contact: General Services
515-286-3215
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