

Big Bend Community Based Care Policy & Procedure

Series:	1400: Building and Facilities Management	
Policy Name:	Custody and Issuance of Keys	
Policy Number:	1409	
Origination Date:	02/20/2009	Revised: Board Meeting of 12/13/2018
Regulation:	CFOP 80-2	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to provide a secure and safe working environment and protect both staff and property through the issuance of keys and or keyless entry swipe cards (hereafter collectively referred to as "keys") to employees or other individuals who require access to agency facilities.

Procedure

- A.** Other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents. Staff or other individuals having a legitimate need to be present in agency building outside of normal working may be issued a key for access.

Staff may obtain keys through their immediate supervisor. Supervisors will be responsible for completing and submitting a Key/Pass Card Request form to the IT/Facility Manager who will in turn issue the key and maintain a record of all keys issued.

Special assignment of keys, where required (such as contractors, housekeeping, food service, etc.), may be authorized by the IT/Facility Manager or their designated contact for each facility.

1. Keys are issued for entry to BBCBC buildings for the purpose of conducting authorized agency business only.
2. An authorized employee entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked.
3. BBCBC Visitors are required to sign the BBCBC Visitor Log upon arrival. An authorized employee may have guests so long as the guests stay in the proximity of the employee having the assigned key. The authorized employee assumes full responsibility for their presence.
4. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to BBCBC property resulting from failure to do so.

All keys issued remain the property of the BBCBC and shall be returned to the IT/Facility Manager or designated facility contact.

- B.** It is the responsibility of the appropriate department supervisor, administrator or designee to ensure that all keys are returned under the following provisions:

1. **Employees.**

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- a. Upon termination of employment.
 - b. Upon request of the supervisor or other agency administrative staff.
 - c. Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their key(s) if they are authorized to have access to the building and/or office during the leave.
- 2. All Individuals.**
- a. Upon termination of the need to access BBCBC property (for instance, upon termination of a contract).
 - b. At the request of personnel authorized to manage or audit this Policy.
- C. In no case is a key to be transferred from one individual to another, or to be obtained from any source other than as indicated within this Policy.** When any transfer or duplication of a key is made without BBCBC consent, the key shall be recovered and the individual(s) involved reported to the administrative head or superior officer for appropriate action.
- D.** The loss or theft of any key is to be reported immediately to the individual's supervisor, who in turn will notify the IT/Facility Manager. In each situation, an incident report will be completed and forwarded to the Safety Committee for review. Lost keys may result in the need to re-key agency premises. The need to re-key agency premises will be reviewed and determined on a case-by-case basis. Keys provided to BBCBC staff and its partner agencies that are deemed lost or misplaced will be assessed a lost key charge of Eight Dollars (\$8.00) to cover issuing a new fob.