

POLICY MANUAL

Subject: Keying

Effective Date: July 1, 1999

Initiated By: Russ Taylor
Support Services

Approved By: James Moore
Executive Officer

Review Dates: 5/03RT8/05RT11/08RT,
07/10 RT/committee 08/11 RT 10/12 RT
11/13RT, 11/14 RT

Revision Dates:

POLICY:

In order to ensure the security of our facility, protection of records and equipment Cumberland Heights has instated the following keying policy.

PROCEDURE:

- A. Each staff member and designated individuals will be issued a key that will allow them into the areas for which they are approved.
- B. Determination of accessible areas will be made by the supervisor of the persons being issued the key with the approval of the department manager and/or the safety director or member of Executive Management.
- C. Notification of need to issue a key will be given by the department manager before a person is on duty or transferred so those keys may be ready.
- D. A signature form will be filled out by the issuing agent and signed by the employee, stating that the key has been received. The signature form gives the following information:
 1. Key number issued
 2. Access of key
 3. That the person being issued key is responsible for replacement costs of lost keys or re-keying of lock if deemed necessary up to \$100.00.
- E. McCarthy and Jones Hardware and the maintenance supervisor will keep up to date records on the keying system.
- F. McCarthy and Jones Hardware is the only authorized place for replacement or new keys. Authorization for getting new keys cut or replaced will be given by the maintenance supervisor.
- G. Any unauthorized use of keys or letting other persons use and assigned key will cause disciplinary actions up to and including termination of employment.