

## **Business and Operations**

### **DISTRIBUTION OF KEYS**

**SR 3511.01**

**Purpose:**To provide for a secure work environment and to protect County Office facilities, assets, and sensitive files or documents contained therein. It is important to limit access to County Office facilities by unauthorized personnel during the non-business hours.

**Timeline:**

#### **PROCEDURE:**

1. The Maintenance & Operations (M&O) department issues keys stamped with a unique identifying number; individually assigned and recorded in a database.
  - a. Before a key can be issued, a Key Request (SE 3511.00a) form must be completed and submitted to M&O with signatures from the department director/manager approving the key assignment and the appropriate cabinet member.
  - b. Complete one Key Request form for each employee to whom the key(s) will be assigned.
  - c. Upon receiving a completed Key Request form, M&O will cut a key and notify the employee or the individual who submitted the form when the key is ready for pickup.
  - d. The employee receiving the key will sign the Key Request form upon receipt of the key(s), and then becomes responsible for the safekeeping of the assigned key.
2. Keys are stamped DO NOT DUPLICATE and are not to be duplicated, loaned, or transferred to others.
3. Lost keys may necessitate the repinning of all locks operated by that key and may result in significant expense to the responsible key holder and/or department.
4. At the end of employment with the County Office, the key(s) must be returned to the Human Resources Department during the Employment Separation Review. Human Resources will then transfer the key(s) to the M&O Department. Failure to return an assigned key may result in a fee assessment or delay in issuance of final paycheck.
5. Upon request, a departmental director/manager may receive a list of all keys issued to the respective department.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 06/01/2004

**Date Revised:**