



# Antrim County

## **KEY CONTROL POLICY**

**Adopted: July 6, 2023**

### **Purpose:**

The intent of the Key Control Policy is to assure safety and security for all Antrim County employees and facilities. This policy governs the issuance, replacement, and surrender of door keys. Whenever possible, door access will be provided through the electronic access control program and governed by the County's "Access Control Procedures." The following policy is limited to physical keys issued by the County.

### **Scope:**

This policy applies to all Antrim County employees with issued keys and the buildings on the Main Campus, not including County Jail keys. Antrim County has full authority to determine appropriate access to buildings and offices and to revoke key holding privileges for failure to adhere to this policy. Antrim County will not unreasonably withhold key access that is necessary for the performance of an employee's work. Violation of the key policy may subject an employee to disciplinary action ranging from verbal reprimand to immediate discharge.

### **Policy:**

The Antrim County Maintenance Department will create and issue keys on an as-needed basis and is the sole source of keys for Antrim County offices and buildings. Lost keys should be reported to the Maintenance Department as soon as possible. Key Assignment forms will be submitted to Maintenance which will provide a copy to Human Resources for the employee's file.

### **Key Assignments**

#### **1. Master Keys**

Master keys will only be held by Maintenance, Information Technology, and the Administration Department.

#### **2. Sub-Master Key**

Each Elected Official and Department Head will be issued a Sub-Master Key for their individual department upon completion of the Key Assignment form. Elected Officials and Department Heads may request an Office Master Key for an additional employee but must show cause; this employee must also complete the Key Assignment form.

#### **3. Individual Door or Lock Keys**

Individual door keys will not be issued except on a case-by case basis with justification.

### **Key Return**

Any Antrim County employee on layoff, an extended leave of absence, or who has been terminated shall return all County facility keys to their supervisor within three (3) days of the commencement of said layoff, leave of absence, or termination. Failure to return keys may result in legal action for the cost of lock replacement.

**A \$25 Fee will be charged for the loss of an issued key.**



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## KEY ASSIGNMENT FORM

Prior to key issuance this below form must be filled out, signed, and provided to the Maintenance Department, (preferably in digital scanned format) and a copy provided to Human Resources.

Employee Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Type of key:      Master      Sub-Master      Individual Key

Key Department/Door: \_\_\_\_\_

Identifying number on the key: \_\_\_\_\_

Distributed by: \_\_\_\_\_

My signature below confirms that I agree to the Key Control Policy, I have received the key(s) listed above, and I am responsible for returning these keys upon a transfer or separation of employment, or at any time my employer requests. I will report lost or misplaced keys to my Supervisor and/or Maintenance immediately.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Keys Issued to Additional Employee:*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_