

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-218
APPROVAL: C. David White, Administrator		EFFECTIVE DATE July 13, 2001
SUBJECT: Internal Mechanical Key Policy		PAGE 1 OF 3

PURPOSE: To identify responsibilities and procedures for the issuance and retention of mechanical keys.

- POLICY:**
- I. Lost or stolen keys compromise the security of our buildings and tenants. Replacing keys and door hardware to prevent unauthorized entry to our buildings is very expensive. Our preferred method for door access is through the use of a keycard. If keycard access is not available, facilities employees shall be issued keys appropriate to their assigned area of responsibility.
 - II. Keys are the property of the State of Oregon, and shall not be duplicated except by authorized personnel.
 - III. Employees shall return all keys issued to them upon the request of their supervisor.
 - IV. Employees shall lock their keys in a secure area at the end of their shift.
 - V. No keys shall be taken home except those needed to retrieve work keys from storage without a manager's authorization.
 - VI. Failure to follow this policy may result in disciplinary action.

PROCEDURES:

A. Managers will:

- Provide secure storage for the employee to store keys when not in use.
- Assign keys to individuals within their section.

- Complete a Key Request form for newly issued keys indicating keys needed and areas to be accessed. It must be signed by the appropriate designated person before keys can be issued.
- Return the completed forms to the locksmith for review and processing.
- Request keys at least 48 hour in advance to ensure keys are ready when needed. Keys may not always be on hand. Adequate time is needed for the locksmith to review and acquire keys.
 - Complete a Key Request form to replace broken keys indicating the registry number on the key. The head of the broken key should accompany the Key Request form.
 - Complete a Key Request form and have it signed by the O & M Manager or the Facilities Administrator if this is to replace lost keys. Notify the locksmith and shop manager immediately of lost keys.
 - Transfer key sets between employees using forms provided by the lock shop. All transferred sets must first be inventoried by the locksmith and reissued to the effected employees.
 - Provide training to the employee for all policies and procedures related to issue, storage, and handling of keys.

B. Employees will:

- Pick up keys at the beginning of the shift, if needed. Note: If keys will not be needed during your shift due to shared duties with another key holder leave keys in the secure storage.
- Ensure key security during the assigned shift. Keybacks and belt clips are provided to employees. It is the right of management to require employees to utilize these.
- Immediately notify the Manager or supervisor if for any reason the keys are missing. Keys are not to be left unattended.
- Return the keys to the secure storage at the end of the work shift
- Return all keys issued upon request of the supervisor.
- Only take those keys home that have been authorized by a manager.

C. Contractor Keys (loaned) will be issued as follows:

- Complete a Key Request form for newly issued keys indicating keys needed and areas to be accessed. It must be signed by the appropriate designated person before keys can be issued.

- Keys may not always be on hand. Adequate time is needed for the locksmith to review and acquire keys. Please request keys at least 48 hour in advanced to ensure keys are ready when needed.
- The Key Request form should also include duration of use for each key.
- All keys assigned will be of the lowest possible access level needed.
- Managers are responsible for the return of all keys assigned to the contractor immediately after completion of the job.
- The contractor will be held liable for all damages caused by the loss or misuse of keys including, but not limited to, the cost of rekeying locks and replacing keys. Any keys not returned when requested are considered lost. The contractor is also responsible for reporting any lost/missing keys immediately to the lock shop manager and the requesting manager.

D. Locksmith will:

- Review and process all Key Requests and Key Returns.
- Ensure all loaned keys are returned as per Key Request form.
- Maintain inventory of all keys issued to O & M employees and Facility Key Coordinators.
- Recommend changes to Program Managers to enhance security and key control.
- Provide an annual report of all keys issued to O & M employees to the Physical/Electronic Security Manager.

E. Key Levels/Required Authorizations

- Proper authorization is required to issue all keys.
- Interior door keys at normal security levels can be authorized by Facility Managers. At the direction of the appropriate agency the O & M lock shop will determine if special consideration should be made for a locked area.
- Exterior doors keys are authorized by the O & M Manager or DAS Facilities Administrator only.