

Key and Access Control Policy

August 16, 2022

A. Purpose

This policy and procedures for the issuance and control of keys and control of access for all Fredenberg Township facilities, properties, and buildings. Further, to protect the property and privacy of Fredenberg's buildings and properties, and of individuals assigned to use Town facilities, by limiting access to such facilities to assigned and authorized individuals. Recognition has been given to the fact that the Town has responsibility for the maintenance of all spaces, including all building systems, and as such, may have a need for access to certain spaces occupied by others. The Town also has the responsibility to effectively manage and control distribution of keys and access to all Township buildings and properties. This policy is designed for safety and security purposes for all users of Town's buildings and properties.

Scope

This policy applies to all Township employees, Board of Supervisors, volunteer employees, temporary building users, contractors working for or on behalf of the Town. It applies to all facilities owned, leased, or otherwise occupied by the Town.

Accountability

Town will maintain in the Township Office in a locked and secured area a key/access code for all Town facilities. A system for cataloging keys/access codes will be maintained and updated as necessary to minimize risk of identification of key/code with buildings or facilities.

B. Policy

It is the intent of this policy to:

1. For the safety of all building users and for the safety of Township properties, insure positive control of keys and access to the maximum extent possible;
2. Issue keys based on need to have access to the area or areas controlled by that key;
3. Retrieve keys from employees who are terminating or transferring to another department;
4. Restrict keys issued for tighter security control; and,
5. Maintain accurate and up-to-date records regarding the use of those keys.

C. Issuance of Keys

The Clerk and Deputy Clerk are responsible for issuing and control of keys. In addition, Clerks are responsible for assuring that keys are collected from departing employees.

1. The Clerk or his/her designee, may issue keys to employees, but must obtain the signature of the employee at the time the key is issued as well as the signature from employee of the issuance of the key and understanding of policy.

D. Key Retrieval

1. The Clerk or Deputy Clerk will be fully responsible for retrieving keys issued to employees.
2. All outdated/obsolete keys are to be returned to the Fredenberg office for disposal.

E. Key Security

1. Keys that have not been issued must be stored in a locked receptacle kept in a properly secured area.
2. Individuals must report loss or theft to the Clerk as soon as possible. The Clerk shall then immediately report the lost or stolen keys to the Board Chair.

Town of Fredenberg

5104 Fish Lake Road

Duluth, MN 55803

F. Records Management

1. The Clerk shall maintain accurate records of all keys assigned to the department, including names of individuals to whom keys are issued and building access granted and dates of issue and return or loss.

G. Procedures for Obtaining Keys

1. Request for keys shall be submitted to the Clerk.
2. Keys will be issued based on job duties.

H. Hall Rental

1. Keys will be assigned for hall rental.
2. The Clerk or his/her designee may issue keys to renters but must obtain the signature of the renter at the time the key is issued.
3. The week prior to rental date, the renter may pick up the key from the Clerk during business hours.

I. Duplication

1. All keys and access are not to be duplicated or shared by anyone. Duplication of a key, or the possession of an unauthorized duplicate, will result in appropriate disciplinary action.

J. Contractors

1. Employee who is responsible for the contract with the contractor/vendor must submit a key request in advance of contractor entering Town buildings.

ATTACHMENTS:

A. Employee Key Agreement

Town of Fredenberg

5104 Fish Lake Road

Duluth, MN 55803

Employee Key Agreement

August 16, 2022

Key Check-out

ID#	Print Name:		
Address:	City:	State:	Zip:
E-mail address:	Phone:	Date:	
Signature:			

Key(s) Type New Replacement Lock Change Lost Key

Key(s) requested:

Key Code:	Building:	Room/Office Description:	Master Key:
Key Code:	Building:	Room/Office Description:	Master Key:
Key Code:	Building:	Room/Office Description:	Master Key:
Key Code:	Building:	Room/Office Description:	Master Key:
Key Code:	Building:	Room/Office Description:	Master Key:

APPROVED: _____ Date: _____
Direct Supervisor

AUTHORIZED: _____ Date: _____
Board Chair

Disclaimer

- Key(s) issued is responsibility of employee, and not subject for lean to a third party.
- A \$40.00 per key administrative fee will be assessed for any lost or stolen keys to cover re-keying/re-stocking expense. Fee is payable to Town of Fredenberg.
- Employee/Renter is required to return all keys in their name to Town of Fredenberg and sign key return portion of agreement form prior to employment or return of deposit.
- Employees leaving employment will be invoiced the \$40.00 per key administrative fee for key(s) not returned

Key Return _____ Date: _____

Employee Signature: _____
Key(s) returned: _____ Office Personnel Initials _____