

KEYS AND ENTRY CARDS

(Approved and adopted by the Board of County Commissioners March 26, 2002)

Keys and entry cards shall be issued to individuals. When a key or card is issued, the individual accepts the financial responsibility for the key/card.

FILLING OUT THE "REQUEST FOR KEY OR ENTRY CARD" FORM AND OBTAINING A KEY OR ENTRY CARD

The "Request for Key or Entry Card" form (three copies) is necessary for each key or entry card issued. Additionally, a building-specific "Access Card Information" form is necessary for each entry card issued.

The "Request for Key or Entry Card" form needs to be filled out in the name of a person and a department. The balance of the form (with the exception of the lower portion) is to be filled in completely and accurately. The department head and the person receiving the key or entry card must sign the proper lines on the form.

<http://www.co.utah.ut.us/apps/WebLink/Dept/PUBWRKS/lostkey.PDF>

Keys and entry cards cannot be obtained through the mail by employees, but rather must be picked up at the Personnel Office for the Administration Building and the Courthouse; through the Administrative Assistant at Health; from the Building Maintenance foreman at the Security Center; and from the Lock and Door Specialist at Public Works for other buildings. Employees shall present the proper form to the above locations where the key will be issued. Keys or entry cards will be issued only to the rooms or area indicated on the request form. Therefore, if more than one room or building is to be opened, all room numbers need to be listed on the correct form.

Master or sub-master keys/entry cards will only be issued with special permission from the Department Head of the employee for whom the key or entry card is being requested. If a master or sub-master key/entry card is being requested, the Department Head should note his or her approval on the request form by writing "master OK" or "sub-master OK" on the "key to fit" lines.

KEY OR ENTRY CARD TRANSFER POLICY

There shall be no transfer of keys and/or entry cards from one person to another. Each person is responsible for the key or entry card given to him or her at the time they requested a key or entry card. At the time of termination, the key or entry card must be returned personally to the building key representative.

LOST KEYS OR ENTRY CARDS REPORTED

All lost keys or entry cards must be reported immediately to the Department Head and the Associate Public Works Director who will report the lost keys to the Sheriff's office. To have a lost key or entry card replaced, the person must follow the lost keys policy defined below.

KEYS AND ENTRY CARDS - CONTINUED

KEY AND ENTRY CARD AUDITS

At least once a year, a key and entry card inventory audit will be completed for each department. Public Works will provide a key list and audit form to the department. The department will carefully audit the assigned keys to assure complete accuracy. Within 30 days, any updating or correction of the key and entry card list shall be noted on the audit, signed by the department head, and returned to Public Works for the purpose of updating files. A complete record is maintained for each key/entry card at the Public Works key office.

EXIT INTERVIEW

An exit interview form from the Personnel Department shall be completed at the termination of employment for all employees. This form requires the department head to sign off that the employee has returned all keys and entry cards. The department head is responsible to assure that the employee has returned all keys and entry cards to the building key representative.

DUPLICATING KEYS

It is against Utah County policy to duplicate keys/entry cards by anyone other than the Public Works key office. It is illegal to duplicate Best keys due to the patent rights.

LOST KEYS

Replacements will not be issued for keys or cards without a "Lost Key/Entry Card Report" being filed with the Associate Public Works Director and the report number written on the replacement key or card request form. There will be a replacement charge of \$20.00 for lost keys and cards, except the replacement charge for lost keys to cabinets, desks and files shall be \$5.00. If a lost key requires re-keying an area, the department will have to pay the cost of the key work. A worn out or broken key or card will be replaced without charge upon surrender of the old key or card and signing of a new form.

COVERAGE

The above key policy covers all keys and entry cards to buildings, parks, debris basins, furniture, equipment, or other items. All keys and entry cards are coordinated through the Associate Public Works Director. All key and entry card requests must be handled in person by the user and must be submitted on correct forms. Forms can be obtained from Public Works. When it is necessary for contractors, construction companies or other approved parties to have temporary keys or entry cards, a \$100 refundable deposit is required for each key or entry card issued.