

POLICY #30

KEY POLICY

DATE ADOPTED: 9-25-06
MINUTE BOOK: 35 PAGE 361
DATE AMENDED: 7-28-08
MINUTE BOOK: 36 PAGE 207

POLICY:

I. All access granted to the following Houston County Buildings or any building covered under the County Buildings Department budget, will be authorized by the Houston County Commission: Administration, Courthouse, Veterans Affairs, DHR, Farm Extension Office, Community Corrections, RSVP, JCS/ Woolsworth, SARCOA, and (Downtown Maintenance Shop)

1. All key/key cards that access exterior doors will be authorized by the Houston County Commission. The Chief Administrative Officer will present to the Commission a list of those position titles for which exterior door keys are recommended for approval. Only those positions approved by the County Commission will be issued exterior door keys. Issue and control of said keys will be the responsibility of the Maintenance Manager.

2. All keys to individual department doors will be authorized by each department head. Keys will be issued upon written request and will be the responsibility of the said department. It is also the responsibility of the department head to notify the Maintenance Department of any changes in users, or lost keys/key cards.

3. All grand master keys will be authorized by the Houston County Commission. The Chief Administrative Officer will present to the Commission a list of those position titles for which Grand Master keys are recommended for approval. Only those positions approved by the County Commission will be issued grand master keys. Issue and control of said keys will be the responsibility of the Maintenance Manager.

II. Duplication and Misuse of keys/key cards

1. Any expense incurred due to loss or theft of keys will be the responsibility of the said department or independent agency.

2. Duplication of any key/key card is strictly prohibited by any person other than employees of the County Buildings Maintenance Department as

authorized by the Maintenance Manager. Disciplinary action will be handled by the department head. Independent agencies that hold keys under this policy will be responsible to the Houston County Commission.

3. Keys/key cards issued to any person is intended for their use alone. Loaning keys to another person for any length of time is strictly prohibited.

4. Keys/key cards remain the property of Houston County and are to be returned upon resignation, termination, retirement, or other separation from employment with Houston County or independent agencies governed by this policy.