



Title:
KEY CONTROL POLICY

Subject:
GENERAL OPERATIONS

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Policy Number:
04.00.00

Category:
DISTRICTWIDE POLICY

Approval Date:
07/10/2014

Last Revised Date:
06/13/2018

POLICY STATEMENT:

The Forest Preserve District of Cook County (*the "District"*) considers the safety of its employees, volunteers, guests and property to be of paramount importance and believes that key control is a major component of a comprehensive security program. All District employees have a responsibility to support and contribute to security and safety in their workplace by adhering to fundamental rules. It is the responsibility of each key holder to ensure that such procedures are followed and to maintain the security of District property to which they have access.

This Key Policy is intended to provide general operating guidelines needed to protect key holders and facilities while also ensuring authorized access to those areas and facilities necessary for the efficient performance of normal/routine duties and responsibilities.

PURPOSE:

The purpose of this policy is to provide optimal physical security and safety for facility occupants and to protect the assets of the District.

AFFECTED AREAS:

This policy applies to all District employees, vendors, contractors, volunteers, or others, that have access to, or have been assigned, a District key.

DEFINITIONS:

Key: An owned or controlled District key which allows access to a room, office, gate, pad lock, outdoor cabinet, fuel tank, building, motorized vehicle, equipment, etc.

Key Holder: A person to whom an authorized key has been issued. Authorization for any key must be approved by a District Department Head, Senior Staff Member, or other supervisor that has been granted authority to issue keys.

PROCEDURE/PROCESS:

- 1) **Ownership of Keys:** All keys assigned to employees, vendors, contractors, volunteers, or others, are the property of the District. The Facilities Department is the authorized custodian for all keys.
- 2) **Key Policy Violations:** The following acts are examples of violations of the key policy:
 - a. Loaning keys without authorization.
 - b. Transfer of keys without authorization.
 - c. Duplication of keys.
 - d. Altering keys, locks or mechanisms.

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- e. Damaging, tampering or vandalizing any District lock or hardware.
- f. Allowing the use of a key that admits unauthorized individual(s) into District buildings/property.
- g. Failure to return a key when requested by the Facilities Department, Law Enforcement Department, supervisor, the issuing department, or upon leaving employment with the District.
- h. Failure to report missing or stolen keys.
- i. Failure to report worn or broken keys.

Violation of this policy may be subject to progressive discipline as described in the District Employee Handbook.

- 1) **Requests for Keys:** Keys will be made by the Facilities Department upon receipt of a Key Request Form. All key requests must be initiated on the proper key request form, and submitted in advance of the date needed. Requests may take up to 5 business days or more to process. Failure to have proper authorization will result in keys not being issued and the request being returned to the requesting department.
- 2) **Authorization of Keys:** Keys for official work use will require the authorization of the responsible Department Head, member of the Senior Staff, Supervisor, Facilities Director, or Manager for that particular work site, facility, office, or property.
- 3) **Return of Keys:** Supervisors are responsible for collecting keys from individuals upon their departure from the District (*i.e. off-boarding*). Excess keys should be monitored and returned to the Facilities Department when no longer needed. Excess and unnecessary keys in circulation create a liability to the District.
- 4) **Lost/Stolen Keys:** Lost keys should be reported immediately. In the event that a key is lost or stolen, key holders should immediately report the loss to their supervisors. Supervisors are responsible for: **(1)** informing the Law Enforcement Department when a key has been lost or stolen; and, **(2)** submitting the key request form on behalf of the employee with the lost or stolen key.
- 5) **Worn/Broken Key:** A replacement for a worn or broken key will be provided by exchange for the defective key. The key holder should simply notify the Facilities Department of the problem and turn in the defective key when picking up the replacement.
- 6) **Key Duplication:** It is strictly prohibited to attempt to have any assigned District key duplicated except by the Facilities Department.
- 7) **69 W. Washington Building Keys:** Employees located at 69 W. Washington, are to immediately report lost keys or key swipe cards to **(1)** their Department Head or Department Head designee, and **(2)** the Building Security on the 14th floor.

RESPONSIBILITY:

Key Holders: District key holders are responsible for: **(1)** familiarizing themselves, and complying, with this policy; **(2)** being responsible for all keys issued to them; **(3)** using assigned keys as directed and or appropriate; **(4)** returning keys to their immediate supervisor before off-boarding; and, **(5)** reporting any stolen or lost key to their immediate supervisor or the Facilities Department immediately.

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Key Holder Restrictions:

- a. Duplication or reproduction of keys by anyone other than the Facilities Department is strictly prohibited, unless authorized by the General Superintendent and or his/her designee.
- b. Key Holders will not loan or transfer their keys to any other individual, except for public safety personnel if required for an emergency, or unless otherwise directed by Department Head or Department Head designee.
- c. Employees shall not unlock a building or room for another individual unless the individual is known by them to have a legitimate need to enter.
- d. Unauthorized persons or suspicious activities are to be reported to the District Law Enforcement Department immediately.

Facilities Department: The Facilities Department is responsible for the overall administration of the District key policy. It is responsible for: **(1)** installation and maintenance of all interior and exterior door locks and keys; **(2)** manufacture and issuance of keys; **(3)** maintenance of accurate controls and records to provide accountability for keys; **(4)** ensuring that all individual keys have the “do not duplicate” language inscribed on them, unless authorized to do so in writing by the General Superintendent and or his/her designee; and, **(5)** conducting an annual audit at the end of the fiscal year of District key records to evaluate expenses associated with replacing lost keys.

Operating Departments: All District Operating Departments will be responsible for: **(1)** ensuring their employees are familiar with this policy; **(2)** maintaining and updating inventory, or a log, provided by the Facilities Department, detailing key holders and the keys they have been assigned, or have access to; **(3)** distributing keys upon employee on-boarding; **(4)** collecting keys during or before employee off-boarding (*i.e. leaving employment with the District*); **(5)** collaborating with the Facilities Department when needed or requested (*i.e. paying key/door replacement or maintenance fees; informing Facilities when a key has been lost or stolen, etc.*); **(6)** reviewing the completed Key Request Form and determining on a case by case basis, and, **(7)** conducting an investigation when a key is reported lost or displaced, and recommending appropriate disciplinary action.

TRAINING REQUIREMENTS:

Training on the proper use of keys for employees (including: part-time employees, seasonal employees, etc.), volunteers, or other key holders, permanent or temporary, will be the responsibility of each operating department.

COMMUNICATION PLAN:

- 1) This policy should be distributed to all District key holders.
- 2) This policy should be added to the District shared drive, intranet, and website.
- 3) Department Heads should work to ensure that their employees, and other key holders, are knowledgeable about this policy.

REFERENCES:

Cook County Personnel Rules
Rules of Conduct

Forest Preserve District of Cook County
Employee Handbook- Use of District Property Section

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Forest Preserve District of Cook County
Employee Handbook- Rules of Conduct Section

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APPROVAL: Arnold Randall
General Superintendent

POLICY HISTORY:

Approved: 07/10/2014

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If you have questions, comments, or suggestions concerning District policies, please contact:

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