

City of Richmond

Administrative Manual

SUBJECT: Key Control and Custody for City Offices

SECTION: City Offices/Building Services

POLICY NUMBER: AP 703

INITIAL DATE PREPARED: November 24, 1999

LAST DATE REVISED: November 24, 1999

I. Purpose

To establish and recognize the standard approach for controlling keys to City of Richmond offices and buildings.

II. Policy

- A. A centralized system for issuing and maintaining keys to City of Richmond offices and buildings shall be established and maintained by designated departmental units and/or by the City tenant leasing the building in which City offices are located.
- B. Department Directors are responsible for the security of their assigned areas. Department Directors and/or their designated management official must authorize the issuance of any key to City of Richmond offices and buildings. Department Directors and/or their designated management official should consider the need an employee has for an assigned key and the assigned area to which the employee requires access. When the need for a key no longer exists, the key should be returned to the issuing management official.
- C. Under no circumstances shall copies of keys to City offices or buildings be made. Keys may be authorized for loan to particular individuals for specific purposes with the prior approval of the operating Department Director and/or the designated management official, however, strict control shall be maintained over such keys, and such a loan shall be for normal working hours only. Should the need extend beyond one day, the approval of the Department Director and/or the designated management official shall be required.
- D. The Department Director and/or the designated management official shall maintain a listing of employees assigned keys.

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- E. The Department Director and/or the designated management official is responsible for collecting keys from employees that no longer have a need for an authorized key.
- F. The Director of Public Services is responsible for approving requests for grand master keys.
- G. All City personnel are responsible for the security of their area and security of keys to City offices and buildings.
- H. Key identification numbers will be assigned and stamped on keys. Employees shall be issued keys only for access to their department's assigned areas.
- I. Old keys and/or returned keys shall be destroyed and not reissued.

III. Procedure

A. Processing requests for new keys:

1. Department Directors may designate a management official responsible for approving requests for issuance of keys to City offices and buildings for employees in their department. Department Directors may designate the management official by memorandum to the Building Services Division Director.
2. Department Directors and/or the designated management official shall authorize the "Key Requisition" form AP 703-1 and forward it to the Building Services Division Director.
3. The operating Department Director and/or the designated management official shall maintain a list of authorized key holders (AP 703-2).

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4. The Building Services Division shall review the “Key Requisition” form (AP 703-1), and enter the key number on the form.

B. Processing new keys:

1. The Building Services Division shall issue and maintain a central keyboard for all keys to City of Richmond offices and buildings, except for those areas under the exclusive control of a tenant and/or designated areas in the police department. No keys shall be issued for long-term custody without the prior approval of the operating Department Director or designated management official.
2. Only the Building Services Division shall make keys for City offices and buildings. Copies shall not be made.
3. The Building Services Division shall stamp a unique key number on each key and record the number and identity of the authorized employee in the Building Services Division Key Inventory (AP 703-3).
4. New keys shall be issued to the requesting Department Director and/or the designated management official together with the Key Requisition form AP 703-1. The authorized employee shall sign the Key Requisition form upon receipt of the key. The requesting department shall maintain the original signed Key Requisition forms.

C. Surrendering keys:

1. The Department Director and/or the designated management official shall collect keys from employees that no longer have a need for an authorized key.

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2. The Department Director and/or the designated management official shall forward the keys to the Building Services Division Director when an employee surrenders a key. The Department Director and/or the designated management official shall enter the surrender date on the key list (AP 703-2).
3. Upon a City employee's termination of employment, the Employment Separation Clearance Form (AP 303-1) shall be signed and dated by the Department Director and/or the designated management official to indicate that all keys have been returned. This procedure authorizes the Finance Department to release the employee's final paycheck.
4. The key and the original Key Requisition form AP 703-1 will be returned to the Building Services Division. The key will not be reassigned but will be destroyed by the Building Services Division.

D. Key Audit Procedures:

The Public Services Department shall periodically review files to determine any obsolescence in files and notify Department Directors of any irregularities.

E. Processing Locks:

If the Key Requisition form AP 703-1, involves either a change to an existing lock or an additional lock, the Building Services Division Director shall schedule the installation/delivery of the lock in a timely manner to meet the needs of the requesting department.

F. Lock Map:

The Building Services Division will maintain a "Lock Map" identifying locks throughout the offices and buildings of the City of Richmond.