

## RESOLUTION No. 2015-6-2-3

### A RESOLUTION OF THE VILLAGE OF VINTON, TEXAS AMENDING THE PERSONNEL POLICY MANUAL BY ADOPTING A KEY CONTROL AND ACCESS POLICY

WHEREAS, the Village Council of the Village of Vinton, Texas deems it necessary to adopt a key control and access policy in order to establish reasonable personal security for employees of the Village and to ensure the security and integrity Village records and property through the control of keys and access to secure areas.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS as follows:

The Personnel Policy Manual adopted by Ordinance No. 2010-4-20-3 is hereby amended by adding the following provision:

#### **Section 33: Key Control and Access Policy**

##### Key Control Department

There is established a Key Control Department to be managed by the Key Control Coordinator who is responsible for the issuance and control of all keys and access codes, and for the control and maintenance of all locks and lock cylinders. The basic issue/control document will be the Work Order.

##### Key Control Coordinator

Unless otherwise designated by Council, the Key Control Coordinator is the Village Administrator who is responsible for administering this policy.

##### Personnel Authorized to Issue Keys and Access Codes

Issuance of keys and access codes will be authorized by a Department Head. All issued keys and access codes remain the property of the Village of Vinton. The Department Head may only issue keys and access codes to established areas under his/her responsibility. Keys and access codes necessary to perform job description but in another area of classification must be co-authorized by the person responsible for the affected control area. Keys that are no longer needed for authorized purposes shall be promptly returned to the Key Control Coordinator. Access codes that are no longer needed for authorized purposes shall be promptly cancelled.

##### Rules Regarding Issuance of Keys

Keys and access codes will be issued only to members of Council and to the Village employees consistent with the job responsibility, actual need and the approval of the Department Head. To enforce effective key control, the Key Control Coordinator may impose a deposit for each key issued. Keyholders shall use assigned keys for access to authorized locks only.

Keys to file cabinets, desk drawers, and personal lockers will remain the responsibility of

the person in charge of the area unless specifically restricted because of a special need. Members of the Village Council and the Department Head retain the right to access these areas and to examine the contents upon request.

#### Duplication of Keys

No key will be duplicated except by approval and control of the Key Control Coordinator. The unauthorized duplication of Village keys so adversely affects the security of persons and property that a violation of this prohibition is considered a serious violation of this policy and subject to disciplinary action, up to and including termination.

#### Sharing Keys and/or Access Codes

Employees may not share the use another employee=s key or access code and shall not use their key or code to grant access to non-authorized individuals. The unauthorized use of another employee=s key or access code is considered a serious violation of this policy and subject to disciplinary action, up to and including termination.

#### Numbering System for Keys

An identifying serial number will be stamped on each key. The serial number for each key shall not identify a building, location or lock. Only one key for a specific lock will be issued to any one person. Assignment of multiple keys circumvents any system of individual key accountability.

#### Lost or Stolen Keys

Keyholders shall take measures to protect and safeguard any facility keys issued in their name. Lost, stolen or damaged keys must be reported to Key Control Coordinator as soon as possible and no later than the next work day. When a key is lost or stolen, before a new key will be issued an incident report must be completed and furnished to the Key Control Coordinator and the core/cylinder for the existing lock must be replaced.

#### Securing Locked Buildings or Spaces

Authorized key and access code holders are responsible for properly securing their areas of responsibility. No Village area may be secured except by a locking device authorized for that area.

#### Authorized Persons Only Allowed Access

Only authorized persons are allowed to enter secure buildings or spaces and only for authorized purposes. Authorized purposes are those purposes necessary to perform the authorized person=s job description. Authorized persons entering locked buildings or spaces are responsible for re-securing such buildings or spaces and may not prop any doors open.

#### Termination, Retirement, Separation from the Village of Vinton

All keys must be returned to the Key Control Coordinator upon separation, termination, or retirement from the Village. The council member/staff member=s separation will not be complete until the key(s) issued to that individual have been returned and written verification is

generated by the Key Control Coordinator. In addition, all access code(s) issued to the separating member/staff member shall be cancelled immediately upon separation and noted of record by the Key Control Coordinator.

#### Repair of Locks, Keys or Door Hardware

All repairs or additions to any Village of Vinton locking device, key or door hardware will be controlled by the affected Department Head and documented with a numbered work order. A copy of the work order must be delivered to the Key Control Coordinator upon completion of the repair. If a change to an access combination is made, the change must be noted and the Key Control Coordinator's records changed to reflect the new code. Any person causing an unauthorized repair or modification to a Village locking device or key is in violation of this policy and will be subject to discipline.

#### Control of Keys

All keys cut which are ready for issue will be stored in a secure lock box controlled by the Key Control Coordinator. At least one duplicate key shall be maintained at all times for each locking device. Only the Key Control Coordinator, the Mayor and another Council Member designated by Council shall have access to the secure lock box. The Mayor and/or designated Council Member may only access the secure lock box in event of emergency or exigent circumstance and when the Key Control Coordinator is unavailable. In such event, the emergency or exigent circumstance shall be documented and recorded.

#### Vehicle Keys

Duplicate vehicle keys for all Village vehicles shall be kept by the Key Control Coordinator in a secure lock box separate from all building and space lock keys.

#### Key Control Database

The Key Control Coordinator will maintain the Key Control Database. The Key Control Database will be a centralized, protected, efficient system for recording, storing and accessing key control data. Key control data is all data relevant to: key and access code issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc. The Key Control Database should consist of two distinct components:

a. Hardcopy files. The Key Control Work Order Form, as either a stand alone document or the basis for data entry, will be part of the Hardcopy File. The other part of the file is generated by the computerized database which will complement the Hardcopy files.

b. Computerized database. A computerized database will be maintained to allow for rapid generation of reports such as the following:

- Location Report by Key
- Keyholder Report by Key
- Key Report by Location
- Key Report by Keyholder

- Overdue Key Report
- Name Check Report
- Keyholder List
- Location List
- Key List
- Key Authorization
- Access Code(s) by Name
- Cancellation of Access Codes
- Key Returns by Name and Location

The hard copy files shall be will be stored in a secure lock box controlled by the Key Control Coordinator. The computerized data base shall be protected by a password controlled by the Key Control Coordinator.

Violations Subject to Disciplinary Action

Violations of this policy are subject to disciplinary action up to and including termination.


PASSED AND APPROVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS on this 2nd day of June, 2015.

  
MADELEINE PRAINO, Mayor

Attest:

  
JESSICA GARZA,  
Village Administrator

Approved as to Form:

  
SHANE A. ENGLISH, Village Attorney

WORK ORDER

KEY CONTROL DEPARTMENT

ISSUE DATE: \_\_\_\_\_

JOB#: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

ACCT. #: \_\_\_\_\_

P.O. # \_\_\_\_\_

REQUESTED ACTION/RECORD \_\_\_\_\_

KEY I.D. NUMBER(S) \_\_\_\_\_

· LOCK OPENING

\_\_\_\_\_

· LOCK/HARDWARE CHANGE (CIRCLE)

\_\_\_\_\_

· KEY ISSUANCE

\_\_\_\_\_

· REPORT OF LOST KEY

CORE I.D. NUMBER(S) \_\_\_\_\_

· RETURNED KEY

\_\_\_\_\_

· OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTOR: \_\_\_\_\_

DEPT./BLDG.: \_\_\_\_\_

EXPLANTION/DETAILS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COSTS: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZATION(S):

\_\_\_\_\_  
SIGNATURE/DATE

\_\_\_\_\_  
SIGNATURE/DATE