



# **MHA Nation Policy for Key Control**

**Maintenance Department**

## MHA NATION POLICY FOR KEY CONTROL

### I. PURPOSE

The purpose of this Key Control Policy is to establish reasonable personal security for members of the Three Affiliated Tribes Employees and to ensure the protection of personal and tribal property through the control of keys and fobs to offices and other secure areas. The responsibility for implementing this Key Control Policy is with the Maintenance Department.

### II. KEY CONTROL PROCEDURES

- a. Maintenance Department**-The Maintenance Department is responsible for the issuance and control of all keys, fobs and for the control and maintenance of key cores. The basic issue/control documents are the Key Request Form, Work Order & Authorization to Deduct.
- b. Personnel Authorized to Issue Keys**-Issuance of a key and/or fob will be requested by the Department Head and approved by the Maintenance Director. The Maintenance Director may designate a representative to authorize the issuance of keys. The Department Head will only request keys and/or fobs to established areas under their responsibility. Keys necessary to perform job description but in another area of classification must be co-authorized by the person responsible for the affected control area.
- c. Rules Regarding Issuance of Keys**-Keys & fobs will be issued to employees of the Three Affiliated Tribes only. Employees will be issued keys and/or fobs consistent with the job responsibility, actual need, and the approval of the Department Director and Maintenance Director.
- d. Padlocks and Personal Locks**-Keys to the file cabinet, 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. MHA Nation retains the right to access these non-restricted access control areas and to examine the contents upon request.
- e. Duplication of Keys**-No key will be duplicated except by approval and control of the Maintenance Department. The unauthorized duplication of keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for disciplinary action.
- f. Lost/Stolen Keys**-Lost keys must be reported to the Maintenance Department by the quickest means available. A Key Request Form will need to be completed, fee paid before another key is issued.

Keys reported stolen are expected to file a formal complaint and incident report immediately. After completing required paperwork, copies must be submitted to the Maintenance Department. A Key Request Form will need to be completed, fee paid before another key is issued.

On the third lost/stolen key incident a fee of \$150.00 will be assessed.

- g. Fees Assessed**-All fees assessed include the cost of the replacement key, cylinder replacement and labor charges. A record will be kept of all individuals who have been issued replacement keys.
- h. Separation from MHA Nation**-As part of the MHA Nation Policy an Employee Check Out Form required to be completed. All keys issued will need to be returned to the Maintenance Director upon separation for any reason from the MHA Nation. If the keys are not returned, a fee of \$150.00 will be deducted from your final pay check as agreed to in the *Authorization to Deduct* form you completed. It is the responsibility of the director of department to notify the Maintenance Department's Director within three (3) business day of an employee's separation from employment. If the employee's director does not notify the Maintenance Director within three (3) business days of the employee's separation, the director will be responsible for any losses associated with the keys and/or key fob replacements, including, but not limited to door locks, and any theft or loss of property associated with the employee after the separation date.
- i. Repair of Locks, Keys, or Door Hardware**-All repairs or additions to any MHA Nation locking device, key or door hardware will be controlled by the Maintenance Department and documented. All personnel are restricted from altering, removing or replacing any locks on property. Any person causing an unauthorized repair to an MHA Nation lock or property is in violation of Policy.
- j. Storage of Keys**-All keys cut which are ready for issue will be stored in the Maintenance Department. The bulk of uncut key blanks will be secured in the Key Control Office. The supply will be audited and compared to the keys ordered to ensure no unauthorized keys are issued or no blank keys are missing.
- k. Key Control Database**-The Maintenance Department will maintain the Key Control Database. The Key Control Database should be a centralized, protected, efficient system for recording, storing and accessing key control data. Key Control Data is all data relevant to: key issuance, key replacement/collection, specific locations, specific key holders, authorization of work, key filing, hardware maintenance, etc.



# MHA Nation Maintenance Department

## KEY REQUEST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Office Location: \_\_\_\_\_

Keys requesting: \_\_\_\_\_

Phone: \_\_\_\_\_

*Office*

*Cell*

Reason for key:

- |                                       |                                       |                                      |
|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> New Employee | <input type="checkbox"/> New Position | <input type="checkbox"/> Stolen Key  |
| <input type="checkbox"/> Office Move  | <input type="checkbox"/> Lost Key     | <input type="checkbox"/> Other _____ |

Building	Floor	Office	Key ID

Lost or stolen keys are to be reported to the Maintenance Department immediately. Replacement keys are \$30.00, individuals who lost key(s) a third time and employees who do not turn in their key when separating from the MHA Nation will be required to pay \$150.00.

*Employee Signature*

*Date*

**Department Director**

*Department Manager Signature*

*Date*

**Maintenance Director /Key Control**

*Department Manager Signature*

*Date*



# MHA Nation Maintenance Department

## KEY CONTROL WORK ORDER

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

DEPARTMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

	Requested Action/Record	Key ID/Core ID	Completed by:	Date:
<input type="checkbox"/>	Replace Key			
<input type="checkbox"/>	Replace Key Core			
<input type="checkbox"/>	Remove Equipment/Hardware			
<input type="checkbox"/>	Removal			
<input type="checkbox"/>	Replace			
<input type="checkbox"/>	Error making key			
<input type="checkbox"/>	Other:			

### Maintenance Director /Key Control

\_\_\_\_\_  
*Department Manager Signature* *Date*



# MHA Nation Maintenance Department

## **AUTHORIZATION TO DEDUCT FROM MY FINAL PAY**

I agree to return any MHA Nation keys to the Maintenance Department upon my termination, separation or retirement from employment at MHA Nation. If these keys are not returned, I agree to a charge of \$150.00 being deducted from my final pay check

*PRINT NAME*

*Employee Signature*

*Date*

**Maintenance Director**

*Maintenance Director Signature*

*Date*