

**TOWN OF LEDYARD
POLICY REGARDING
ACCESS AND KEY CONTROL**

1. PURPOSE

To ensure the safety and security of all employees, visitors, buildings, and equipment of the Town of Ledyard.

2. ACCESS AUTHORIZATION AND KEY ASSIGNMENT

Each Administrator shall determine which doors their employees have access to and authorize the issuance of keys accordingly.

Upon termination, employees will be required to return all issued keys to the Human Resources Department as well as any other Town issued equipment.

Only the Director of Public Works, or designee, may issue and duplicate keys. A Key Distribution Form will be generated for each key, and all employees must personally sign for each key they are issued.

3. TEMPORARY STAFF & VOLUNTEERS

Temporary staff with assignments lasting 20 or fewer weeks will be issued a key only at the discretion of the Director of Public Works, or designee. Volunteers, student teachers, interns, contractors, and other similar guests will not be issued keys. Access to secured areas may be provided by an Administrator only. Special circumstances only will be addressed on a case-by-case basis.

4. KEY CONTROL

Employees shall keep keys in their possession and ensure that they are appropriately secured when not in their possession. Employees shall only use their keys to access authorized areas for the purpose of conducting Town business, performing their duties, or as otherwise authorized by their Administrator.

Employees shall not loan their keys to others or unlock doors for unauthorized persons. Any person who attempts to duplicate a Town-issued key by means outside of the DPW, or uses a key to access an area for purposes not authorized by the Administrator, may be disciplined up to and including termination and/or reported to the appropriate law enforcement authorities.

All employees must turn in their keys to the Human Resources Department upon separation.

5. LOST/STOLEN/MISSING/NON-RELINQUISHED/ EXTRA KEY EXPENSE RESPONSIBILITY

Keys that are lost, stolen, missing, not relinquished from exiting employees, or otherwise unaccounted for shall be reported to the Director of Public Works immediately. Employees are responsible for the expense of replacing missing keys at the then current cost of the key. The replacement fee is non-refundable, even if the old key is located.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

KEY DISTRIBUTION FORM

Employee name: _____

Position: _____

Department: _____

Department Head: _____

Type of key (i.e. office/ front door to building): _____

Number of keys distributed: _____

Serial number on the key(s): _____

Distributed by: _____

My signature below confirms that I have received the key(s) listed above and I am responsible for returning these keys upon a transfer or separation of employment, or at any time my employer requests. I will report lost or misplaced keys to my supervisor immediately.

Employee signature: _____ Date: _____