

## TOWN OFFICE KEY POLICY

### PURPOSE

The purpose of the Town Office Key Policy is to protect the property of the Town Office and Halifax Elementary School, and of individuals assigned to use the Town Office facilities, by limiting access to such facilities to assigned individuals. Recognition has been given to the fact that the Town Office has responsibility for the maintenance of all spaces assigned to them by the Halifax Elementary School. The Town Office maintains a high security numbered non-duplicable key system for safety and security purposes.

### SCOPE

This policy applies to all Town Elected and appointed officials, employees, committees and visitors.

### ISSUING KEYS

Keys to the Town Office spaces; e.g. conference room, general office area and restroom etc., will be issued with the approval of the Town Clerk. Each key issued shall be documented by the signing of a Key Use Agreement Document. **No key shall be transferred from one person to another without being returned to the Town Clerk for appropriate re-issue.** Each key will be stamped with a unique code and issued by code to a specific individual. The employee to whom keys will be issued must pick up and sign for them at the Town Office located at 246 Branch Road.

### DUPLICATION

All keys referred to in this policy are the property of the Town of Halifax and are not to be duplicated by anyone other than the Town Clerk or the Selectboard.

### KEY RETRIEVAL

Upon termination of employment, all keys must be returned immediately to the Town Clerk. **Failure to return keys upon termination/separation may result in holding the person responsible for the cost to re-key a room, office or building (s) if they do not return their key(s) prior to leaving. Failure to return issued key(s) will result in a minimum of a \$100 fee per key.**

### PROCEDURES

Key requests are made through the Town Clerk. Office Keys will be provided to the following positions: Town Clerk, Town Clerk Assistant, Town Treasurer, Chairperson of the Selectboard, Listers, Chairperson of the Town Auditors and the Secretary/Administrative Assistant to the Selectboard. Committees and other persons may request to be issued a key for the purpose of meeting in the conference room. Upon completion of the time frame requested, the Office Key will be promptly returned to the Town Clerk. If necessary, the Town Clerk can request the return of any issued key. Unless given specific permission, the key holder may only access the conference room and the restroom facilities. Access to the vault and the Listers Office is not allowed. Access for copier use must be requested in advance.

## ENFORCEMENT

This policy and its enforcement are the responsibility of Town Clerk and the Selectboard. Administrators shall ensure that keys are not issued to individuals which would provide access to areas other than those to which the person issued the key would ROUTINELY need access. Persons issued a key will be responsible for the security of the office space when occupying the building. Persons issued a key will be given a Key Use Agreement which spells out what is expected when the office is being used and a copy of this policy. The Town Clerk shall implement and maintain appropriate procedures to ensure that all keys issued are accounted for, and securely deposited in the Vault when not in use.

## LOST OR STOLEN KEYS

Lost or stolen keys must be reported to the Town Clerk within 24 hours of the discovery of the loss or theft. A replacement key charge may be issued. Based on the factors involved, the Town Clerk, consulting with the Selectboard, with consideration about security, will make a decision whether to replace the key(s) or require a core(s) change. All costs incurred, including labor and materials for re-keying, shall be assumed by the individual, company, or department of the employee who has lost the key(s).

This policy supersedes any previous office key policy.

Selectboard signatures

Lewis L. Sumner

Pit

Buddy

Patricia Dow Town Clerk

Adopted by the Halifax Selectboard and the Town Clerk on March 23, 2001