

## Mackenzie County

Title	ALLOCATION OF KEYS AND LOCKS	Policy No:	ADM006
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Legislation Reference	Municipal Government Act, Section 5 (b)
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### Purpose

To establish a procedure for security prevention of theft and control on the allocation of keys/access codes to County shops, buildings, fenced yards, gates and other property owned and/or controlled by Mackenzie County. Locks are included with keys where applicable.

### Policy

Mackenzie County shall maintain a record and a set of keys/access codes for all Municipal property. The issuance and collection of keys/access codes is to be authorized by the Chief Administrative Officer and/or his designate-according to the procedures outlined below.

### Procedures

1. The Director/Supervisor shall determine whether or not an employee of that Department requires a key(s)/access codes to facilities in that Department.
2. The Director/Supervisor shall complete and submit to the HR Coordinator a form indicating which keys/access codes should be issued to the employee at the time of orientation.
3. The Director/Supervisor is responsible to ensure that when there is a change of keys/locks/access codes/fobs/key cards the same procedure is followed as noted above. A change of keys/locks/access codes/fobs/key cards is to be performed when security of the premises is in doubt, or changes in employees, or loss of keys/locks/access codes/fobs/key cards occurs. Any changes must be reported to the Director/Supervisor.
4. When an employee does not require keys/access codes/fobs/key cards any more for reasons determined, the Director/Supervisor obtains the keys/access codes/fobs/key cards and updates the signed key allocation form. If the recipient is unwilling or unable to produce same, the locks to which that person had access will be immediately changed. The key allocation form is filed with the HR Coordinator.
5. The Fleet Maintenance Manager is to ensure that heavy duty equipment and motor vehicle keys are secured in the building.
6. Alarm System passwords shall be changed annually or as deemed necessary.
7. Attached is a copy of the key allocation form referred to in this policy.

Mackenzie County expects that key and lock holders will take all reasonable measures to minimize the loss or unauthorized duplication of keys. Not to allow the lending of keys/fobs/key cards to unauthorized employees so that Mackenzie County property is not at risk of theft, damage, vandalism, etc.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Oct 14/98</b>	<b>98-314</b>
<b>Amended</b>	<b>Feb. 16/22</b>	<b>02-02-132</b>
<b>Amended</b>		

## Mackenzie County

### Key Form

Key No. \_\_\_\_\_ Location of Property \_\_\_\_\_

Date: \_\_\_\_\_ Person Allocated Key \_\_\_\_\_

Approved By \_\_\_\_\_  
(Supervisor's Signature) (Key Recipient's Signature)

Clerks Initials: \_\_\_\_\_

File Date: \_\_\_\_\_ (Allocation)

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Date Returned: \_\_\_\_\_

\_\_\_\_\_  
Person's Signature

\_\_\_\_\_  
Supervisor's Signature

Reason If Not Returned: \_\_\_\_\_

Clerks Initials: \_\_\_\_\_

File Date: \_\_\_\_\_ (Key Returned)