

**Cottonwood, Incorporated  
Policies and Procedures**

**SECTION:** General

**POLICY NO:** 02-001

**SUBJECT:** Equipment and Key/Fob Control

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** February 1987

**Policy:**

Keys/fobs for use on secured gates, doors, desks, file cabinets, vehicles and other agency equipment will be issued to those employees whose duties require them to have keys/fobs. It is the responsibility of the department director to determine need.

Equipment such as cameras, projectors, and laptop computers will be checked out and maintained through the Information Technology Manager.

**Procedures:**

1. It is the department director's responsibility to track the keys/fobs issued in their department.
2. If a key/fob is needed, the employee should contact his or her immediate supervisor or department director to check out the requested key/fob. The key/fob will be signed out by the person requesting it, and signed in upon return.
3. Employees will be required to return issued keys/fobs when access to the key/fob is no longer needed.
4. The unauthorized duplication of keys will be considered a breach of agency security and will subject the employee to disciplinary action. Directors must approve key duplication in concert with the designated key control staff person.
5. Equipment such as cameras, projectors, and laptop computers are available for checkout by department and must have department director's approval.
6. The Executive Assistant manages replacement of exterior and office keys/fobs for Buildings I, II & III as per Director's protocol.
7. Cottonwood will cover the initial cost of providing keys/fobs to staff. If a key/fob is lost, the employee will be responsible for the cost of replacement. The replacement charge will be deducted via payroll as follows: external keys: \$16, internal keys: \$5, fobs: \$10.