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BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

POL021-2 Key Management Policy

Boys & Girls Clubs of Mid Central Coast (BGCMCC) is committed to providing a safe environment for all youth and staff. This policy describes procedures that are in place to help assure control of access to Club spaces, assets and members..

Purpose

To set forth the procedures for Organizational control of keys and to provide procedures for requesting keys. To ensure that the security of facilities is maintained through strict accountability for keys issued. Control of vehicle keys is addressed in the POL 002 Transportation.

Policy

A functional and working key control system enhances security. Keys will be issued to staff members on the basis of need, not convenience. The number of assigned keys issued will be kept to a minimum. All assigned key requests must be submitted via key request form. The issuance of Grand Master keys will require the approved signature of the CEO or designee and also an additional Executive Team member. Only the CEO or designee may duplicate keys or authorize duplication of keys. Club operational area keys are issued by the Area Director or Club Director. Administrative area keys are issued by CEO or designee.

Current Key Assignment Forms are vital to ensuring accurate accountability of all keys, and will be the first point of documenting a staff member's authorization to access offices, or spaces within their facility. The standard presumption is that if a key has not been issued to a staff member, that staff member is not authorized to access the area. Conference rooms, supply closets, restrooms and other commonly shared rooms that are generally accepted as being available to multiple staff members do not require the employee to be assigned a key and will be unlocked as needed.

Terminated employees must return all keys to their supervisor prior to departing the facility. The Human Resources Department will provide a list of all keys terminated employees possess, and the employee’s immediate manager or designee will collect keys. The CEO or designee shall be notified that all keys have been collected, or advised which keys remain outstanding.

Key Control

Staff members shall keep keys in their possession and ensure that they are appropriately secured when not in their possession. Staff shall only use their keys to access authorized areas for the purpose of conducting Club business, performing their duties, or as otherwise authorized by their Supervisor. Temporary key assignments are at the discretion of Area Director, Club Director or

designee. Staff shall not loan their keys to others, or unlock doors for unauthorized persons. Any person who duplicates a Club-issued key without permission, or uses their key to access an area for purposes not authorized by the Supervisor, may be disciplined up to and including termination and/or reported to the appropriate law enforcement authorities.

Lost/ Stolen / Missing/ Non-Relinquished Keys

Keys that are lost, stolen, missing, not relinquished from existing employees, or otherwise unaccounted for shall immediately be reported to the CEO or designee and the Club Director.

Reviewed and Approved

Date: 12 / 15 / 2024

BY:

Chief Executive Officer

Daniel Lillard

Board Chair (Board Approval)

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BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

REQUEST FOR KEYS

DATE:_____

NAME:_____ TELEPHONE_____

Job Title & Location:_____

SUPERVIOR:_____

Record of Keys Requested:

Building / Clubhouse	Room # or Description	Date	Signature of Recipient

By signing as the recipient above, and by accepting the above listed key(s) hereby agrees to take diligent care and promptly report any loss thereof. I further agree to not give possession of said key(s) to any other person nor cause or allow any copies to be made of such key. I understand that I am financially responsible for the keys In the event of loss or theft. I must return all keys or receipts indicating payment for missing keys upon separation of employment.

_____

Signature of Hiring Manager

Approved:

_____

Chief Growth & Facilities Officer

_____

Executive Team Member (for Master Keys)

All request for master keys must be approved by two Executive Team members.

Revised 11/2022