



RICHFIELD JOINT RECREATION DISTRICT SECURITY AND KEY USE POLICY

INTRODUCTION

The Richfield Joint Recreation District (also referred to as “RJRD”) is the owner of certain land, including all the facilities, structures, buildings, offices, parking lots and appurtenances thereto, formerly known as Camp Crowell Hilaka, hereinafter referred to as the “Grounds and Facilities.” Coincident with the privilege of using the Grounds and Facilities is the obligation to ensure that the Grounds and Facilities are properly secure at all times. It is for this purpose that a policy to control the distribution of keys and general access to the Grounds and Facilities has been developed.

This policy consists of four sections.

Section I lists the names of those authorized to issue or loan keys, as well as to whom keys may be issued or loaned.

Section II governs the use of keys by RJRD Board Members.

Section III consists of the procedure by which Board Members may obtain keys.

Section IV outlines the procedure for issuing keys to contractors and other external parties that will require entry to provide services essential to the maintenance or repair of the Grounds and Facilities.

It is important that the provisions of this policy be observed as specified. The policy is subject to periodic review and update as required to ensure that the Grounds and Facilities are adequately secured without placing undue burden on user access.

SECTION I: Key Authorization Use and Persons Eligible to Receive Keys

The Board Member in-charge of RJRD Park Operations Committee shall be responsible for all keys used to access the grounds and facilities. This Member shall be responsible for maintaining at least one (1) full backup set of keys to be clearly identified as such and maintained in the administrative offices of the RJRD. This full back up set of keys **may not** be loaned out unless necessary in the event of an emergency. This Board Member shall also be responsible for maintaining another full set of keys to be housed in a lock box on

the property. The Board Member in-charge of RJRD Park Operations shall also select a designee, if necessary, to keep a full set of keys to ensure coverage in case of an emergency.

The RJRD Administrator shall be responsible for managing all Lock Box Keys. Lock Box Keys shall be issued to each Board Member. All Lock Box Keys must be returned to the **Administrator** by any person who has ended their term of office. Any keys provided to staff/employees/volunteers must be returned at the end of their employment or the conclusion of their volunteer work.

Typical Distribution of Keys is as follows:

Master Backup Keys:

- RJRD Administrator**

Master Keys:

- Trustee in Charge of Park Operations**
- Trustee in Charge of Park Operations Designee**

Lockbox Master Backup Keys:

- RJRD Administrator**

Lock Box Keys (i.e., keys to lock box containing full key set to Grounds and Facilities):

- All members of the Board of Trustees
- RJRD Administrator**

Office Keys:

- RJRD Staff

Rolling Gate and Man Door Key Fob and Access Code:

- All members of the Board of Trustees
- RJRD Administrator & Staff (This includes extra fobs)**

External parties/outside groups, contractors and service providers may be provided access the specific Grounds and Facilities at the discretion of the Board and in coordination with RJRD **Administrator** staff.

SECTION II: Policies Governing Keys Issued to Board Members

Policies governing the use of keys by Board Members are intended to balance ease of building access with adequate security considerations. Borrowing of keys is a privilege available to all Board Members **18** years of age or older and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the Grounds and Facilities when in private use may lead to revocation of this privilege

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at the discretion of the Board and/or RJRD staff. For the purpose of this policy, magnetic key fobs issued are also identified as "keys."

Loss of keys loaned to external parties/outside groups, contractors and service providers subjects the RJRD to considerable financial and security risk. Borrowers of keys must exercise great care to ensure that keys issued to them are in their control at all times.

The policy for use of keys by Board Members, RJRD Staff and external parties/outside groups, contractors and service providers is as follows:

Keys may be requested from any authorized individual as identified in Section I. Keys will only be loaned to Board Members when the proposed use of the facility is consistent with the RJRD Facilities Use Policy. The requestor or assignee must obtain the keys in person at the RJRD administrative office. Children will not be permitted to accept keys for their parents. All keys and key fobs will have an identifying number. A record shall be kept of which key/key fob is assigned to which individual. The Board Member to whom the key/key fob is issued must verify his or her address and telephone number on a Key Request Form prior to obtaining the key/key fob. The Board Member or RJRD staff shall note the Board Member's name, address, telephone number, key number, key fob identification, date of issue, and return due date on the Key Request Forms and keep on file, as well as a Key Control Log.

1. All Board Members, RJRD Staff and authorized representatives of external parties/outside groups, contractors and service providers to whom a key is loaned will be given a copy of this policy. All persons (Board Members and RJRD staff included) will be required to fill out a Key Request Form. Signing of the Key Request Form implies the understanding of this policy.
2. It is understood that loaned keys MUST be returned to the RJRD administrative office by the specified date and in person directly to a Board Member or RJRD staff. Keys must not be mailed or left in the administrative office. The Board Member or RJRD staff will acknowledge the key's return and note such on the Key Control Log.
3. It is understood that keys will not be duplicated, loaned, or made available to anyone under the age of 21, including Board Member's family members.
4. Report lost or stolen keys immediately to the RJRD administrative office.
5. The holder of a key to the facility assumes the responsibility for the safekeeping of the key and its use. WHEN LEAVING THE BUILDING, ALL DOORS, WINDOWS AND GATES MUST BE SECURED. DOORS, WINDOWS AND GATES ARE NEVER TO BE LEFT PROPPED OPEN.
6. Persons to whom keys are issued are responsible for replacement of lost or broken keys.
7. Any and all Board Members reserve the right to request the return of any loaned key at any time.

SECTION III: Procedure to Obtain Keys

Non- Board Members desiring to obtain keys must utilize the following procedure:

- Call or stop by the RJRD administrative office during normal business hours **Noon** -4:30 pm, Monday - Friday, excluding holidays). It may be advisable to verify that the keys desired are available for pickup.
- Read the policy governing issuing of keys.
- Complete and sign a Key Request form.
- Receive the key(s) from the authorized individual identified in Section 1.
- Return the key(s) by the required date. Key fobs will have a preset deactivation date. Failure to return a key or key fob could result in an administrative charge, plus a replacement fee being imposed.

Keys will only be available for pickup during regular business hours, unless prior arrangements are made.

Key Identification:

2156: Perimeter Gates

LB: All lock boxes

Service Garage contains all RJRD equipment

North Garage contains all Building keys

2402: Padlocks

HT: North Garage [north of Gund]

Shop: Service Garage

Board Key Distribution:

Set 1: Clark

Set 2: Fleming

Set 3: McNerney

Set 4: **Administrator**

Set 5:

Set 6: Volunteer Coordinator

Set 7:

Set 8: **Administrator**

Set 9 Police Department

Set 10: Fire Department

2156: Ake Laboratories

2156: Chris Eastwood

LB: Chris Eastwood

North Garage: Chris Eastwood

2156: Bob Matousek

Note: Board member Norris has the original LC set of keys [RJRD property is not in the custody of the Administration Office] and designee keys

SECTION IV: Keys Issued to Contractors and Other External Parties

Before keys may be issued to a contractor or other external party, a representative of the company will be required to sign a document stating that he is authorized to receive keys on behalf of that company and that the company is assuming complete financial responsibility for all re-keying required to restore security due to keys lost or not returned. This document must be signed by an appropriate officer of the company, if applicable. Loss of keys may require re-keying at the RJRD's discretion, at significant cost.

The policy for use of keys by contractors and other external parties is as follows:

- The authorized representative or third party to whom the keys are issued must present picture identification and personally sign for all keys. A Key Request form must be completed and signed.
- Key and/or key fobs issued to contractors and third parties will have individual identifying numbers and will be preset to limit access to specified dates and times.
- It is understood that keys and/or key fobs will not be duplicated, loaned, or made available to others.
- Report lost or stolen keys immediately to the RJRD administrative office.
- Contractors must notify the RJRD office when any person to whom a key is issued terminates employment. The key must be returned to the RJRD administrative office.
- The holder of a key to the facility assumes responsibility for the safekeeping of the key and its use. When leaving any building, ensure that all doors, windows and gates are secured. Doors, windows and gates are never to be left propped open.
- Broken keys must be returned to the RJRD administrative office before a replacement will be issued.
- Should a contractor's relationship with RJRD be terminated for any reason, all keys must be returned to the RJRD administrative office immediately and forthwith. Written confirmation from a designated RJRD representative that all keys are accounted for is required before the final invoice will be paid.

Adopted Effective **September 14, 2015**

Chairman, Board of Trustees
Richfield Joint Recreation District