


CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 25
SECTION Building		DESCRIPTION Building Keys	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Mandi Brace, Administrative Support Services Manager	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY/STANDARDS:

Lapeer County Community Mental Health (LCCMH) provides staff with a secure work site and maximum security for the confidentiality of records of persons served.

PROCEDURES:

- A. Building keys are categorized into three levels:
 1. Grand master keys: access the entire building except for the designated medication clinics and the janitor closet designated for the contracted janitorial service.
 2. Individual room keys: are issued to the staff member who works in that particular room.
 3. Keys to the outside doors. Keys to the outside doors are issued to management team members and other staff members as approved by the Chief Operating Officer.

- B. The grand master keys will be issued to the Chief Executive Officer (CEO), Chief Operating Officer (COO), lead clerical staff, the custodian, and the County Building and Grounds Department.

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 25
SECTION Building		DESCRIPTION Building Keys	

- C. Individual office keys will be issued to staff with a second copy stored by the lead clerical staff.
- D. The Lead Clerical Staff maintains copies of the grand master, external door keys, and all individual office keys in a locked file cabinet. The lead clerical staff or designee will complete a review as needed to verify the accuracy of the master record of keys.
- E. Building keys for off-site buildings are issued to assigned staff with a backup copy to be stored by the lead clerical staff.
- F. Request for building keys must be approved by the COO.
- G. Master building keys 1 & 2 are held by the lead clerical staff in a locked area and are the only building keys which can be duplicated.
- H. All building keys assigned are numbered, recorded, and maintained by the lead clerical staff. In the event a staff loses LCCMH keys, they are required to notify the lead clerical staff and their supervisor immediately.
- I. Although keys are issued to individual staff members, they remain the property of LCCMH and the County of Lapeer, and must be returned at termination of employment / contract with LCCMH. The immediate supervisor is responsible for obtaining keys during the exit interview and returning them to the lead clerical staff. The key return will be logged on the Employment Termination Supervisor Checklist, Form #148.
- J. Electronic swipe cards are issued to all staff who work at the CMH Main Center and select staff at other locations who need routine access to the building.
 - 1. The swipe cards are programed by the county building and grounds department and activate all of the interior and exterior security doors.
 - 2. The electronic swipe cards are inventoried and assigned by the HR Department. Each card has a unique number tied to a master programming list.
 - 3. In the event a card is lost the card can be deactivated by the county building and grounds department.

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 25
SECTION Building		DESCRIPTION Building Keys	

AB:mgr

This policy supersedes
#04/08018 dated 04/16/2008.
