



# Key Control

## POLICY AND PROCEDURES MANUAL

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### **1.0 PURPOSE AND SCOPE**

1.01 The Feather River Rail Society (Western Pacific Railroad Museum) shall maintain a locking system for the protection of volunteers, staff, facilities and property while attempting to responsibly balance the sometimes opposing concepts of security and convenience. This policy establishes a framework by which keys will be issued, monitored and maintained.

### **2.0 LOCKING SYSTEM DEFINED**

2.01 The locking system shall include all locking devices including exterior gate and door locks, interior area locks and keys, combination devices and all other locking devices including padlocks and electronic card access devices. All of the above locking system components are property of the Feather River Rail Society.

### **3.0 ADMINISTRATION OF THE LOCKING SYSTEM**

3.01 The President and/or the General Superintendent is authorized to establish and administer regulations and procedures in order to provide physical security of Feather River Rail Society (Western Pacific Railroad Museum) facilities and its occupants, and to provide for administration and control of property keys. The administration of key control shall not be delegated and shall be controlled by an appointed locksmith.

## **4.0 CONTROL OF LOCKING DEVICES**

- 4.01 The Locksmith shall be responsible for the maintenance of key control including the issuing of keys, key control record keeping and lock change authorizations.
- 4.02 No individual may use personal locking devices, nor may locks be changed or re-keyed without approval of the Locksmith.
- 4.03 Unauthorized locking devices will be removed. Any damage or repair necessitated by the removal of unauthorized locks will be the responsibility of the person/department found in violation of this policy.
- 4.04 Keys to certain cabinets and lockers are not covered under this policy. Keys shall be furnished upon request when available; but the issuance, control and recovery shall be the responsibility of the department head.
- 4.05 Keys to Volunteer storage lockers may have personal locks installed by the volunteers, and the storage locker must be clearly marked with the name of the person.

## **5.0 KEY AUTHORIZATION AND ELIGIBILITY**

- 5.01 The President, Facilities Manager, Department Heads, or their specific designees shall be the only personnel authorized to request keys or lock changes within their respective departments. Departmental designees shall have their authority delegated in writing, by the Department Head's original signature. Copies or stamped signatures will not be accepted. Department heads are requested to carefully consider all requests for keys so that the protection and security of all facilities and property are maintained.
- 5.02 In no case shall the issuance of keys be authorized by the same person to whom the keys are to be issued.
- 5.03 Building entrance keys may be issued to full time volunteers and employees only if the job responsibility requires such assignment as approved by the Department Head or the Facilities Manager. Facilities Manager may designate a person on site to issue keys.
- 5.04 Grand Master keys (if any) will NOT be issued.
- 5.05 Master keys (if any) will only be issued to Volunteers and Employees having a continuing need for the key (s) only upon the appropriate justification and the approval of the Individuals accepting custody of a master key will sign a statement acknowledging their responsibility for their care, use and return upon termination of volunteer service, termination of employment, change of title, resignation or separation from the Feather River Rail Society.
- 5.06 Keys will not be issued to new students (less than 6 months of service) in the Operating Department except upon approval of the President, General Superintendent or the Superintendent of Operations.

## **6.0 OBTAINING A KEY**

- 6.01 Department Head or designee will fill out and sign a Site Access Request Form available from the Locksmith.
- 6.02 The Locksmith will verify the requestor's authority over the area access requested. Signatures shall be verified from a signature verification list.
- 6.03 All keys shall be picked up and signed for by the individual named on the Access Request Form. A Feather River Rail Society identification card must be presented when receiving the key(s).
- 6.04 No person shall be issued multiple keys for the same area.
- 6.05 Recipients of Feather River Rail Society (Western Pacific Railroad Museum) keys will be responsible for their safekeeping and at no time should leave them unattended (i.e., hanging in a door lock, lying on a desk, etc. ).

## **7.0 RETURN OF KEYS**

- 7.01 All keys, including access cards for electronic locks shall be surrendered to the Locksmith upon termination of volunteer service, termination of employment or upon the request of the department head or President.
- 7.02 Keys shall not be exchanged between individuals.
- 7.03 Final employee paychecks may be held by until documentation is presented that keys have been returned.
- 7.04 Failure to return keys, issued to any Feather River Rail Society member, will be referred to the local law enforcement agency as stolen property.

## **8.0 DUPLICATION OF KEYS**

- 8.01 The duplication of keys by anyone other than the Feather River Rail Society approved locksmith is prohibited unless authorized by the President in writing with concurrence of the General Superintendent.

## **9.0 LOST KEYS**

- 9.01 The loss or suspected loss of any keys is to be reported to Department Head and the Locksmith immediately.
- 9.02 The cost for each lock that is re-keyed in order to restore security shall be \$40.00. An individual key may unlock more than one door.

9.04 The Locksmith shall investigate each incident of lost key(s) and may authorize lock changes needed because of a breach of security.

9.05 Charges for replacement keys, master keys, new locks and hardware may be charged to the person or department responsible for those key(s). General Superintendent will consider the circumstances of each incident and if any charges will be made. If needed waivers for fees will be granted after the review process has been completed.

## 10.0 INVENTORY

10.01 An annual inventory of all active keys will be conducted. Once the inventory has been completed, each department head will be provided a list of individuals and their assigned keys. Each department will be required to certify the accuracy of the list. Any discrepancy shall be explained in writing for inventory adjustment.

10.2 One copy of the annual inventory of all active keys shall be on file with the Locksmith and General Superintendent at the Western Pacific Railroad Museum, and one copy of the annual inventory of all active keys shall be kept off site for safe keeping.

### Change Log:

<b>Rev Number</b>	<b>Changes</b>	<b>By</b>	<b>Date</b>
1	Initial Issue		4/29/2004
2	Minor revisions	Kerry Cochran	6/27/2007
3	Update format	Kerry Cochran	10/15/2017
4	Updated to reflect new review date	Kerry Cochran	12/08/2021