

*Kingman County
Kansas
Personnel Policy Manual*

Policy #33
Lock and Key Policy

Commission Approved
Date: 9-13-10

33 Lock and Key Policy

- 33.1 Kingman County Lock and Key Policy is set forth in an effort to maintain the integrity of the County buildings and their contents and to achieve maximum security while maintaining reasonable usability of the Courthouse. The County works to maintain strict control of the County key and lock systems through various means outlined in this policy to support safety and accountability.
- 33.2 It is the policy of the County, that other than during normal working hours, the Courthouse shall be locked.
- 33.3 In case of an emergency after normal working hours, as a backup, the Sheriff Office will have a key to the Courthouse entrance doors and to each department's office. These keys will be secured and restricted for issuance from the Sheriff Office only. The use of any of these keys will only be able to be obtained by sign out and signing back in upon return to the Sheriff Office.
- 33.4 All keys are the property of Kingman County. Each Department Head is responsible in issuance of those departments' keys and return of issued keys when an employee leaves employment. No employee is permitted to duplicate County keys. Transferring permanent issue keys is strictly prohibited.
- 33.5 Lost keys are to be reported to the Human Resources Administrator. Department Heads with the approval of the Board of County Commissioners will be the only personnel authorized to request keys or lock changes within their respective departments. Building entrance keys may be issued to employees but with the Department Heads justification and responsibility for securing these keys when that employee leaves employment.
- 33.6 Keys to vehicles, desks, cabinets, lockers, are not covered by this policy. It is the Department Head and employees responsibility for these types of locks and keys.