

## **Business and Operations**

### **DISTRIBUTION OF KEYS**

**SP 3511.00**

In this policy, keys refers to common door keys which operate a locking mechanism installed or master pinned by the Maintenance and Operations Department in a County Office facility.

#### **Key Assignments:**

Department directors/managers are responsible for reviewing key assignments based upon an employee's ongoing work responsibilities and the required building security. Key assignments shall be limited to only employees that require access outside of normal business hours on a regular basis.

#### **Key Request and Agreement Form SE3511.00a:**

The Key Request and Agreement Form must be signed by the employee, reviewed by their department director/manager and approved by a Cabinet member.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 09/01/2004

**Date Revised:** 08/22/18