



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Key/Passes and Access Cards		Article: 1310	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

The Administrative Bureau will keep a record of every employee assigned keys, parking passes or electronic access cards. The record will reflect which items have been assigned to a particular individual. Keys, parking passes and access cards, not currently assigned will be retained in a secure area. Duplicate keys will be retained by the Administrative Bureau for security and master purposes and are not to be assigned.

PROCEDURE:

The following is the procedure to be utilized for the control of keys, parking passes and electronic access cards:

1. When a staff is assigned to a particular area that requires or allows a parking pass, keys or an electronic access card, the staff should contact their unit Supervisor who is to prepare a memorandum requesting the needed items, detailing what each key is for, i.e., desk, file cabinet, etc. The memo must also include the key number which is usually found on the lock cylinder. The request is to be initialed by the appropriate Division Director and forwarded to the Administrative Services Bureau. The staff member to be issued the keys/passes must make an appointment with the Personnel/Payroll staff to procure the needed items. At the time of issuance, the staff member will be required to sign verification that they have received the assigned items.
2. When staff is reassigned to a different unit, quits, or resigns, all keys, passes and access cards must be returned to the Administrative Services Bureau. Such staff is not to pass the items to the staff member who will take over their position.
3. Lost or stolen parking passes, keys, or electronic access cards shall be reported immediately to the Administrative Services Division via the employee's immediate supervisor. When a pass, card or key is lost or stolen it will be the employee's responsibility to pay the replacement cost.