

Chatham Area Transit Key & Badge Protocol



All requirements of the protocol are current and in force.

Summary

This policy is set forth by Chatham Area Transit in an effort to maintain the integrity of Chatham Area Transit buildings and their contents and to achieve maximum security while maintaining reasonable usability of work areas. Responsible personnel will work to maintain strict control of the key/badge, lock, and badge and access systems through various means outlined in this policy to support safety and accountability.

Policy

Designated CAT Personnel and Security Personnel will have unobstructed 24 hours a day, year round means of access in the event of an emergency condition.

It is the policy of Chatham Area Transit, that other than during normal working hours, all buildings shall be locked to maintain the safety of the buildings and their content. If your respective working area is protected by doors with access readers, they should remain completely closed at all time. Doors with access entry are not to be left open or propped open for any reason. Key/badge/Badges are issued for entry to CAT buildings for the purpose of conducting business only.

The access control to building (both exterior and interior) is provided by manual key and badge system for certain authorized users utilizing various CAT "restricted" areas to prevent unauthorized key/badge duplication. All door locks are keyed within this system. Access also includes electronic key/badge systems (code or swipe card badges) which will be authorized by responsible personnel when necessary. Working with the building users, Responsible personnel will determine the distribution and issue of all keys/badges. No other sources for keys/badges are authorized. All keys/badges issued remain the property of Chatham Area Transit.

Keys/badges to vehicles, cabinets, lockers, and desks **are not** covered by this policy. Responsible personnel will attempt to furnish such key/badge upon request but the issuance and control of these keys/badges are the responsibility of the individual departments.

RESPONSIBILITY

All lock and key/badge work shall be done through Responsible personnel key/badge shop. Unauthorized door locks are prohibited and when found will be removed and appropriate charges made to the responsible party. In addition, your assigned key/badge is not to be used to allow access to other users that do not have access to secure areas.

Responsible personnel

- Maintain Chatham Area Transit's lock and key/badge system, including codes, product standards and service equipment.
- Maintain a computer-based key/badge management system at the Responsible Personnel department.
- Cut and issue key/badge with properly signed Lock and Key/badge Request Authorization Forms.
- Maintain computer database of all key/badge, locks, and associated building and room

- numbers that they operate. Maintain database of all master key/badge holders.
- Supply various reports to administrators and key/badge coordinators such as which key/badge opens what door under their control.
- Audit high security key/badge as required.
- Restore physical security in a timely manner whenever key/badge control is compromised.

Departmental Responsibility

- Each department head is responsible to develop and enforce a key/badge return policy for their department.
- Each department shall ensure accountability for all department key/badge.
- Protect key/badge against loss, theft, or unauthorized use. Report lost or stolen key/badge immediately through the appropriate department head.

KEY/BADGE HOLDERS

- The holder of a key/badge to any CAT facility assumes the responsibility for the safekeeping of the key/badge and its use. When leaving a work area or building ensure that all doors are secured as they were upon arrival. Protect key/badge against loss, theft, or unauthorized use. Report lost or stolen key/badge immediately through the appropriate department head.
- Prior to leaving Chatham Area Transit all key/badge must be returned to the issuing department. Departments are responsible for having key/badge return on their employee exit checklist.

Key/badge Holders- Contractor, Consultants, Vendors, and other Non-CAT Personnel

- When keys/badges are issued, the responsible department requires a current signed document on company letterhead with the employee's name and signature. It must state they are authorized to check out key/badge on behalf of that company. The Project Manager will be responsible for issuance and return of key/badge.
- The letter needs to be signed by an appropriate officer of the contractor's company. Loss of key/badge may require re-keying of one or more buildings and costs could be extensive.
- The holder of a key/badge to any CAT facility assumes responsibility for the safekeeping of the key/badge(s) and its use. When leaving an area or building all doors must be secured as they were upon arrival. Key/badge(s) must not be loaned or made available to others. All lost or stolen key/badge must be reported immediately through the appropriate department head.
- The company representative must present picture identification and personally sign for all keys/badges.
- All key/badge must be returned to Responsible Personnel at the completion of the project. Written confirmation from Responsible Personnel is required before final payment is made by Project Manager.
- Short term daily check-out of key/badge requires the contractor/vendor to follow the above steps. A copy of their driver's license will be retained until all key/badge are returned.

PROCEDURES

Requesting Key/Badges

- Determine what building/rooms access is required. Responsible Personnel will determine the key/badge required to provide such access.
- The Responsible Personnel department will make the final determination on the validity of information provided based on the level of key/badge request.

Key/badge Authorization

- Department Heads are required to authorize master and sub-master level key within their areas of responsibility. All instructional, professional, and clerical space in the building must be controlled by the department requesting a master key/badge.

- The person authorized to carry the key/badge must personally pick up and sign for the key/badge from Responsible Personnel. Keys/badges will not be issued to a third party. Appropriate picture identification is also required.

Contractor, Consultants, Vendors, and other Non-CAT Personnel

- Formal request is required - See Responsibility Section for details.
- The Project Manager must verify the request.
- The person authorized to carry the key/badge must personally pick up and sign for the key/badge at Responsible Personnel. Key/badge will not be issued to a third party. Appropriate picture identification is also required.

Returning Key/badge

- Return all key/badge to the issuing entity (department, supervisor, etc.) discontinuing employment or transferring from your present position. If there is a question regarding the issuing entity, turn key/badge in to Responsible Personnel. Do not turn key/badge over to anyone else. You will be held responsible for all key/badge issued to you.

Contractor, Consultants, Vendors and other Non-CAT personnel

- All key/badge must be returned to Responsible Personnel at the completion of the project. Written confirmation from Responsible Personnel is required before final payment is made by the Project Manager.

Lost, Stolen, Un-returned, and Broken Key/badge

Key/badge Not Returned

- It is the responsibility of the authorizing entity to make every effort to secure key/badge from personnel terminating employment. If efforts fail to obtain the key/badge they should be considered lost. In regards to access badges, the amount of \$50 will be deducted from the employees last payroll check if badge is not returned. By signing the acknowledgement form for this policy, you authorize payroll deduction for unreturned badges.

Lost Key/badge and Stolen Key/badge/badges

- Lost key/badge must immediately be reported to the department head or Responsible Personnel.
- A new key/badge request procedure will be initiated for replacement key/badge.
- Stolen key/badge must be immediately reported to the appropriate department coordinator and Responsible Personnel.
- Responsible Personnel will contact Police. A detailed police report will be filed by the department detailing the circumstances of the theft.
- A new key/badge request procedure will be initiated for replacement key/badge.
- Employees will be charged a \$50 replacement cost for lost/stolen badges. By signing the acknowledgement form for this policy, you authorize payroll deduction for the cost of lost/stolen badges.

Broken or Damaged Key/badge

- If a key/badge is broken or otherwise damaged the pieces must be returned to the department coordinator or Responsible Personnel. If a key is broken off in a lock or is malfunctioning, notify immediately Responsible Personnel.
- Employees will be charged a \$50 replacement cost for broken/damaged badges. By signing the acknowledgement form for this policy, you authorize payroll deduction for the cost of broken/damaged badges.

Chatham Area Transit Key/badge Policy & Procedure Acknowledgement

I have been provided with a copy of the Chatham Area Transit Key/badge Policy & Procedure. I understand that any questions that I may have can be discussed, answered and explained to me by my Supervisor or Manager.

I understand that I am responsible for following the Policies and Procedures contained in this manual, and that my Supervisor or Manager is required to follow these written standards at all times. My signature below also indicates that a copy of this manual has been made readily available to me.

Employee Acknowledgement

Employee Name (Please Print)

Date

Employee Signature