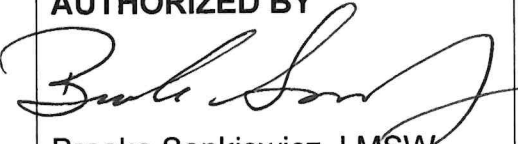


<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 08	<b>SECTION</b> 001	<b>SUBJECT</b> 25
<b>SECTION</b> Building		<b>DESCRIPTION</b> Building Keys	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Regina MacDonald, MS Contract Manager	<b>AUTHORIZED BY</b>  Brooke Sankiewicz, LMSW, CADC, CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY/STANDARDS:**

Lapeer County Community Mental Health (LCCMH) provides staff with a secure work site and maximum security for the confidentiality of records of persons served.

**PROCEDURES:**

A. Building keys are categorized into three levels:

1. Grand master keys: Access the entire building except for the designated medication clinics.
2. Individual room keys: Issued to the staff member who works in a particular room.
3. Keys to the outside doors. Keys to the outside doors are issued to management team members and other staff members as approved by the Chief Executive Officer (CEO).

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 25
SECTION Building		DESCRIPTION Building Keys	

- B. A grand master key is issued to the CEO, Chief Financial Officer (CFO), Chief Clinical Officer (CCO), Contract Manager, Custodian, and the County Building and Grounds Department.
- C. Individual office keys are issued to staff with a second copy stored by the Contract Manager.
- D. The Contract Manager maintains copies of the grand master, external door keys, and all individual office keys in a locked file cabinet. The contract manager completes a review as needed to verify the accuracy of the master record of keys.
- E. Building keys for off-site buildings are issued to assigned staff with a backup copy to be stored by the Contract Manager.
- F. Request for building keys must be approved by the CEO.
- G. All building keys assigned are numbered, recorded, and maintained by the Contract Manager. In the event a staff loses LCCMH keys, they are required to notify the Contract Manager and their supervisor immediately.
- H. Although keys are issued to individual staff members, they remain the property of LCCMH and the County of Lapeer and must be returned at termination of employment/contract with LCCMH. The immediate supervisor is responsible for obtaining keys during the exit interview and returning them to the Contract Manager. The key return is logged on the Employment Termination Supervisor Checklist, Form #148.
- I. Electronic swipe cards are issued to all staff who work at the LCCMH Main Center and select staff at other locations who need routine access to the building.
  - 1. The swipe cards are programmed by the County Building and Grounds department and activate all the interior and exterior security doors.
  - 2. The electronic swipe cards are inventoried and assigned by the Human Resources (HR) Department. Each card has a unique number tied to a master programming list.

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 25
SECTION Building		DESCRIPTION Building Keys	

3. In the event a card is lost, the card can be deactivated by the County Building and Grounds Department.

RM:lr

-----  
This policy supersedes  
#04/08018 dated 04/16/2008.  
-----