

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 1/24

Page 1

CHAPTER Facilities	CHAPTER 09	SECTION 001	SUBJECT 0020
SECTION Building	SUBJECT Keys/Badges		
WRITTEN BY John O'Dell	REVISED BY Latina K. Cates		AUTHORIZED BY Tracey Pingitore

I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that Master Key Files and Badge Door Access Records will be maintained and reviewed by the Facilities Supervisor or designee on a semi-annual basis.

III. DEFINITIONS:

None Available

IV. STANDARDS:

None Available

V. PROCEDURES:

Supervisor/Designee

1. Maintains a Master Key File at each program location. [Other than the Electric Avenue site, where a Master Key File is maintained by Facilities Supervisor or Designee.]. The Master Key File will contain information regarding which key is assigned to a particular staff, the date of assignment and the staff's signature of receipt.
2. Ensures that each key is clearly labeled for every lock, such as: to all doors, desks, files, petty cash boxes, medication boxes, vehicles, etc. In general, these will be supplied by the Facilities Supervisor or Designee unless the program location purchases their own furniture or storage containers.
3. Ensures that anytime locks are changed, a new duplicate key is forwarded to the Facilities Supervisor or Designee. In general, lock changes will be coordinated by the Facilities Supervisor or Designee.

CHAPTER Facilities	CHAPTER 09	SECTION 001	SUBJECT 0020
SECTION Building	SUBJECT Keys/Badges		

4. Completes in ADP, a Helpdesk ticket. Select User Access Request with requested staff access rights. When a physical key is required, submit a Help Desk Work Order to Facilities on ADP.
5. Provides designated staff with a building key (imprinted with number if available) upon completion of their probationary period. Temporary employees will not receive building keys. Staff name and date of hire shall be recorded on the Key Log in the Master Key File. Staff that work at sites with electronic locks will receive an activated Staff ID Badge that will give them access to the building on their date of hire.
6. Ensures all keys (building and furniture) and Staff ID Badges are returned on the employee's last day of employment at exit interview or upon their transfer to another site in accordance with administrative procedure #06-001-0115 (Personnel: Resignation/Retirement/Termination Process). Supervisor shall notify Facilities Supervisor or Designee when an employee ID badge needs to be deactivated using the Building Access Request (located on Sage People online Electronic User Access Rights Form).

Facilities Supervisor / Designee

7. Provides staff with door access rights (or modify rights) based on the work order generated from the Building Access Request. Door access rights should be appropriately restricted and, when necessary, will be discussed by the Facilities Supervisor with the Program Supervisor.
8. Maintains a database that gives a general description such as filing cabinet, vehicle, or entrance key (with name of program and/or individual assigned to).
9. Performs semi-annual verification of staff keys and ID badges. Any irregularities are to be documented and followed-up to ensure correct key allocation. The Chief Operating Officer is to be notified immediately of any lost keys as there will be follow-up at Leadership Team. Any lost badges should be deactivated immediately.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 10/87, 12/89, 10/91, 12/93, 05/97, 04/99, 04/01, 04/03, 04/05, 04/07, 10/09, 01/12, 07/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 11/20, 11/21, 01/23.