



INTERNAL KEY MANAGEMENT POLICY AND ACKNOWLEDGEMENT

PURPOSE:

The Salem Housing Authority (SHA) is responsible to maintain the integrity of access rights to multiple properties, vehicles and other assets. Each employee has a critical role in maintaining that integrity and to ensure maximum protection for SHA residents and property.

In order to achieve this stated purpose, the SHA has adopted the following key policies:

ALL EMPLOYEES: With access to keys must read this policy and acknowledge their understanding by signing below. A copy of the acknowledgement shall be kept in the individual employees personnel file.

All employees must return keys upon termination of employment. No SHA employee shall personally hold sets of master keys. SHA reserves the right to request the return of any and all SHA keys.

OFFICE KEYS:

SHA employees will be issued keys upon being hired that are necessary for their individual jobs. It is the expectation that all keys for offices will be kept safe and reported if lost or stolen immediately. All employees must return keys upon termination of employment. SHA reserves the right to request the return of any and all SHA keys.

APARTMENT MASTER KEYS, VEHICLE KEYS OR OTHER PROPERTY:

All Apartment Master Keys shall be secured in the following locations:

1. Rainbow Terrace Maintenance Office Key Closet
2. Main Administrative Office

Access to Apartment Master Keys shall be granted to the following employees:

1. Executive Director
2. Assistant Director
3. Director of Maintenance
4. Maintenance Supervisor (Foreman)
5. Public Housing Manager/Property Managers

Adopted by the Board on October 9, 2019

6. Maintenance Staff:

Onsite development specific Maintenance staff will have the master for their assigned Development only. On-call Maintenance Staff will have access to keys accordingly as needed for repairs. Maintenance may also hold keys for site specific storage with stock as assigned by development.

IN NO EVENT, should a Master Key be left unattended or otherwise placed where there is a risk of theft.

IN NO EVENT, should any key to either a Vehicle or Property be left in a vehicle either personally owned or owned by SHA.

All lost or stolen keys must be reported to the Executive Director as soon as possible or within 24 hours of the keys being lost.

INDIVIDUAL APARTMENT DOOR KEYS:

Individual apartment door keys shall be secured in the same locations listed above or on site for those SHA properties that have an onsite key storage.

Employee's requiring access to a specific apartment will be required to obtain a key from the appropriate secured location and return the key to same immediately upon completion of task.

DISCIPLINARY ACTION:

Failure to comply with this policy shall be grounds for immediate disciplinary action including but not limited to suspension or termination of employment. Under existing agreements, Employee will have the right to accepted grievance procedures and other recognized rights under approved contract.

EMPLOYEE ACKNOWLEDGEMENT:

By signing below, I am agreeing that I have read, understand and will comply with this policy. Further, I understand that failure to comply may result in disciplinary action.

PRINT NAME

Signature

Date



Key(s) Issued:

Date keys issued: _____

Key(s) issued:

Reason: _____

Name: _____

Company: _____
(if applicable)

Address: _____

Telephone: _____

Signature

Date

SHA Signature

Date

License/Photo ID Verified?: _____

\$100 refundable deposit?: Y ____ N ____

Key(s) Returned:

Date: _____ \$100 refundable deposit returned? Y ____ N ____

Signature

Date

SHA Signature

Date