NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE

SUBJECT: KEY AND IDENTIFICATION BADGE

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ORIGINAL DATE: 05/08/91

REVIEW/REVISE DATE: 08/16/01, 10/28/04, 11/01/07, 6/17/10, 4/18/13

APPROVAL,	Cody L. Phinney	Agency Director

I. PURPOSE

To establish procedures for key and identification badge control for NNAMHS.

II. POLICY

NNAMHS will control the issuing of keys and identification badges and require accountability for them.

III. PROCEDURE

- The Personnel Office tracks keys by the position number and issues keys to all NNAMHS
 employees. Each employee will sign a "NNAMHS Key Control Form and will be
 responsible for these issued items.
- The Facilities Supervisor will issue all identification badges. Maintenance will not issue any keys to NNAMHS employees except for replacement of lost or broken keys.
 Requested keys will be provided only to the Personnel Office for distribution.
- 3. Upon termination of employment the employee or their supervisor must turn in keys and identification badges to the Personnel Office.
- 4. The employee's department manager must authorize replacement of lost keys and identification badges. A work order will be submitted to the Facilities Supervisor or

- designee by the department manager to replace lost keys and/or identification badges. Replacement keys will be issued to the Personnel Office for distribution. Replacement badges are issued by the Facilities Supervisor.
- 5. Additional keys must be authorized in writing through Personnel by the department manager controlling the area to be accessed. (Example: Psychology Department must authorize issuance of a psychology key to a psychologist).
- 6. Employees are prohibited from duplicating keys issued to them. Disciplinary action may be taken for unauthorized duplication.
- 7. All keys and Identification badges will remain in the employee's possession at all times. Employees are expected to wear identification badges in a visible manner when on duty.
- 8. Keys are not to be attached to the identification badge to prevent identifying what they may open in case of loss of either.
- Lost keys or identification badges will be reported immediately to the employee's supervisor and the Facilities Supervisor. An incident report will be completed by the employee and submitted to the Performance Improvement Department.
- 10. All extra or unclaimed keys will be turned into the Personnel Office.
- 11. Lock changes shall be kept to a minimum. It is the department managers' responsibility to request lock changes to the Facilities Supervisor for appropriate action.
- Employees may be held responsible for the cost of replacing keys and/or identification badges.
- 13. Volunteers will not be issued keys; they may be able to sign out a key if necessary from their supervisor by presenting their driver's license, which will be returned when the key is returned. Keys must be pre-arranged by the volunteer's supervisor with justification of need. Volunteer identification badges may be obtained from the Facilities Supervisor.
- 14. Long-Term Interns (3 months or more) will follow the same procedure for identification badges and keys that employees do.
- 15. Contract residents and medical staff will have keys and badges coordinated by the Facilities Manager. These will be issued by the AAIV in Administration.