



## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b>  <b>ELECTRONIC ACCESS CARDS AND KEYS TO DISTRICT FACILITIES</b>	<b>Number</b>  <b><u>XIII-3</u></b>	<b><u>Effective Date:</u></b> <b>Issued: <u>8/9/93</u></b> <b>Revised: <u>11/1/08</u></b>	<b>Page 1 of 5</b>
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### **PURPOSE:**

To establish procedures for:

- Securing facilities and properties
- Controlling custody of keys and ecards
- Employee access
- Contractor access
- Issuing mechanical keys
- Issuing electronic access cards (ecards)
- Reporting lost keys and access cards (ecards)
- Roles and Responsibilities
- Employee's Responsibility
- Contractor's Responsibility
- Supervisor's Responsibility
- Manager's Responsibility
- Human Resources' Responsibility

### **POLICY:**

#### **Securing Facilities and Properties**

It is essential that District facilities and their contents be secured at all times. Employees should ensure doors are closed and locked when leaving a property and verify fences and gates are locked and secured at all times. The District will issue the fewest number of keys to employees, and will limit and control access to facilities.

#### **Controlling Custody of Keys and Ecards**

It is the responsibility of each employee to protect and secure the District by maintaining control of keys and ecards at all times. Employees may not put any identifying information, or any reference to CCWD, on ecards, keys, or key rings. Employees are directed to keep their employee ID card separate from their ecard.

Employee Access

Key and ecard access rights have been established for District field and administrative employees. Access to facilities outside of these standard access rights shall be restricted to District employees who have a justified work-related need to have such access. Additional access will require approval of the Facility Landlord (Exhibit A).

Contractor Access

Padlock access for contractors requires prior approval. A District supervisor may request permission from the Facility Landlord (Exhibit A) for a contractor to daisy-chain a contractor-provided padlock onto the District's property for the duration of a project.

Ecards may be issued to contractors with approval from the Facility Landlord. Contractors who lose an ecard must immediately notify their CCWD contact person who will notify the Maintenance Manager Storage & Conveyance.

Issuing Mechanical Keys (Keys)

Keys are only issued to CCWD employees. Keys will **not** be issued to anyone outside the District under any circumstance. There are **no exceptions** to this policy; contractors, lessees of District properties, public agency staff, or utility companies, will **not** be issued keys.

Issuing Electronic Access Cards (Ecards)

Ecards may be issued to employees and contractors with approval from the Facility Landlord (Exhibit A).

Reporting Lost Keys and Access Cards (Ecards)

Keys and ecards that are lost must immediately be reported to the Maintenance Manager Storage & Conveyance or designee, and to the employee's supervisor. Losing a key or ecard is a serious matter and failure to immediately notify the appropriate chain of command, may result in disciplinary action.

**I. PROCEDURES FOR EMPLOYEES:**

A. Keys: Authorization to Issue Keys to an Employee

1. Supervisors must provide approval before an employee requests a key.
2. Employees will receive appropriate keys based on their position.
3. A key record shall identify keys issued to the employees (Exhibit B). Key record sign-off by employee and Maintenance Manager Storage & Conveyance is required.
4. Employees are responsible for verifying information reported on the key record accurately reflect keys received and returned.
5. Employees are required to sign a form indicating they have read the Administrative Key Procedure.
6. Employees needing additional keys must make their request through their Supervisor and obtain approval from the Maintenance Manager Storage & Conveyance (Exhibit C).

- B. Keys: Reporting Lost Keys, Replacing Keys & Returning Keys
1. Employees are responsible for the custody of their keys.
  2. Employees must return their keys to the Maintenance Manager Storage & Conveyance or facilities administrator; Employees may not return their keys to any other person.
  3. Employees must return keys prior to being off work, and prior to leaving the District for any reason (Exhibit D)
  4. Employees must immediately report lost key/s to their supervisor and Maintenance Manager Storage & Conveyance (Exhibit E).
  5. Employees must complete a request for a replacement key/s (Exhibit F).
  6. The General Manager is the only person who can approve a replacement key.
  7. Employees should verify the key record accurately reflects keys returned.
- C. Ecards: Reporting Lost Ecard, Replacement & Return of Ecard
1. Employees are responsible for keeping their ecard secure at all times.
  2. Employees must immediately notify the Maintenance Manager Storage & Conveyance when an ecard is lost or misplaced.
  3. Employees must immediately notify their Supervisor when an ecard is lost.
  4. Employees who fail to immediately report a lost ecard or lose multiple ecards may be subject to discipline.
  5. Employees must not attach their ecard with their *CCWD* identification card.
- D. Ecards: Authorization to Issue Ecard to an Employee
1. Supervisor must provide advance notice and approval before an employee requests an ecard from the Maintenance Manager Storage & Conveyance.
  2. Supervisors may request extended ecard access for an employee by contacting the Facility Landlord (Exhibit G).
  3. Employees can only have one activated ecard at a time.

## II. PROCEDURES FOR CONTRACTOR

- A. Authorization for Access Rights for a Contractor
1. Keys: District keys are restricted to District employees only. The District does not issue, loan, or check-out keys to outside vendors, contractors, ranchers, etc.
  2. Padlocks:
    - **Employee**: District employees whose contractors need to access a padlock on our property can request permission from the Facility Landlord by completing the appropriate form (Exhibit H). It is the employee's responsibility to obtain permission, to identify the padlock as belonging to the contractor, and to install and remove the padlock.
    - **Contractor**: Contractor shall provide the padlock, and the padlock shall be approved by the Facility Landlord (Exhibit A).
    - **Construction Projects**: Return of ecards must be placed on the project punch list and a \$25 retention fee per ecard issued will be collected from the Contractor and returned when the ecards are returned.

4. *Ecards:*

- **Employee:** District employees who have a contract needing ecard access to a property can request permission from the Facility Landlord (Exhibit I). It is the employee's responsibility to ensure the contractor returns the ecard and provides immediate notification of lost ecards. Contractor shall be informed that they shall not put any identifying information of any kind on the ecard.
- **Contractor:** Contractor must leave a \$25 deposit per ecard with the Maintenance Manager Storage & Conveyance or designee. When the ecard is returned, the deposit will be refunded, if the ecard is lost, the deposit will be forfeited.

**RESPONSIBILITY:**

Employee's Responsibility

1. Employees are responsible for protecting and securing District facilities and property by maintaining control of keys and ecards at all times.
2. Employees are responsible for immediately reporting a lost key or ecard/
3. Employees are responsible for preventing the issuance of District keys to anyone outside the District.
4. Employees are responsible for ensuring doors are closed and locked when exiting or leaving a property, and are responsible for verifying fences and gates are locked and secured at all times.
5. Employees are responsible for immediately turning in keys and ecards that are found.
6. Employees are responsible for returning keys prior to separating from the District. Failure to return keys upon separation may result in that employee being ineligible for rehire.
7. Employees are responsible for cooperating during a key audit, including presenting keys when asked and signing appropriate forms when asked. Failure to do so may result in disciplinary action. Employees are responsible for verifying their key record accurately reflects keys issued and keys returned.
8. Employees are responsible for badging in using their assigned ecard at the beginning of the shift, when working after-hours and weekends, and at the end of the shift. When a gate or door is open, employees must still present their ecard upon entering and exiting. Using another employee's ecard could result in disciplinary action.
9. Employees issued keys agree to the following: not to duplicate or loan key/s; to immediately report found/lost/stolen key/s; to return keys upon request and/or termination and/or any type of leave; to use key/s for the intended business purposes only; to keep keys safe and secure at all times; and the employee understands that they are solely and completely responsible for the keys and that negligence could result in disciplinary action and/or replacement costs; and that keys are the property of Contra Costa Water District.

Supervisor's Responsibility

1. Supervisors are responsible for ensuring that employees are issued keys and ecards for appropriate access to District facilities.
2. Supervisors are responsible for directing employees to return keys and ecards prior to an employee's departure, including separating from the District, FMLA, medical leave, Workers' Comp, extended sick leave, suspension, or administrative leave, and prior to vacation, if the position is backfilled. (Exhibit D)
3. Supervisors must report employee position changes to the Maintenance Manager Storage & Conveyance for re-evaluation of keys and ecard access.

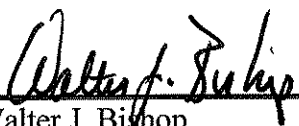
Human Resources Responsibility

1. Human Resources department is responsible for verifying employees have returned all mechanical keys and ecards to the Maintenance Manager Storage & Conveyance, prior to an employee's departure, including separation from the District, FMLA, medical leave, workers comp leave, extended sick leave, suspension or administrative leave, etc. (Exhibit D)

Manager's Responsibility

1. Department and Division Managers are responsible for their departments complying with the administrative procedure.
2. Maintenance Manager Storage & Conveyance is responsible for ensuring overall compliance with the administrative procedure.

**APPROVED:**



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Walter J. Bishop  
General Manager

WJB/tls

- Attachments:
- Exhibit A - Facility Landlords
  - Exhibit B - Key Record
  - Exhibit C - Form: Mechanical Key Request for Employees
  - Exhibit D - Form: Returning Keys and Ecards
  - Exhibit E - Form: Reporting Lost Keys
  - Exhibit F - Memo: Lost Keys and/or Replacement Keys
  - Exhibit G - Form: Ecard Request for Employees Requiring Additional Access
  - Exhibit H - Form: Padlock Installation Request for Contractors
  - Exhibit I - Form: Ecard Request for Contractors