

ADMINISTRATIVE POLICY AND PROCEDURE

Subject: LOCK AND KEY

Policy No.: A316

Supersedes: April 7, 2021

Review Date: June 12, 2023

Origin Date: January 1, 1992

Revision Date: June 12, 2023

PURPOSE:

To establish specific guidelines for authorization, issuance and replacement of locks, keys, and keycards at Rancho Los Amigos National Rehabilitation Center (RLANRC).

POLICY:

All locks/keys/keycards throughout RLANRC are under the control of the Chief Executive Officer (CEO); authorization to disburse is delegated to designees as indicated below. The RLANRC Lock Shop will establish, implement, monitor, and control checks and balances consistent with policy. It will provide to each employee, if/as applicable, key/keycards/locks required for safe and secure performance of their job specification.

PROCEDURE:

1. All requests for keys/locks and keycards (new or replacement) must be submitted from the Intranet as a Work Order online. It must have complete employee information (i.e., name, employee number, department, pay location, etc.)
2. Request for keys/keycards and padlocks within a department originate with the Department Head/Program Chief, and then forwarded to the Area Administrator for review and approval. Approved key requests will be submitted through a work order to the Lock Shop for issuance.
3. To gain access to another department's jurisdiction, there needs to be written authorization from the Department Head/Service Chief. There will be **no interdepartmental lock changes without written approval** from all Department Heads/Program Chiefs, involved and written approval from Administrators over both areas.
4. Any request for Great Grand Master and/or Master Keys will require CEO approval.
5. Employees will be notified by the Lock Shop when their approved key/lock/keycards are ready for pick up. Employees are to pick up and sign for their approved keys/locks at the Lock Shop located in the **Warehouse, first floor** during the following Shop hours:
Monday – Friday - 7:00 am – 9:00 am; 12:00 pm – 3:15 pm

Employees must have a RLANRC Identification Badge and a valid California Driver's license or other second I.D. Keys/Key Cards will NOT be issued without an approved key request form and proper identification.

6. Lost keys must be reported to the Lock Shop extension 58280 or 60006, immediately or as soon as practical after they are discovered lost. If keys/key cards are lost over a weekend, the loss

Revised: 7/06, 8/08, 12/15, 4/21, 6/23

Reviewed: 7/06, 8/08, 12/15, 4/21, 6/23

Approved By:

Subject: LOCK AND KEY**Policy No.:** A316

shall be reported via telephone to the Lock Shop immediately or as soon as practical. The Lock Shop will report lost keys to the Los Angeles County Sheriff. There will be a \$10 charge to replace lost keys/keycards and a \$10 charge to replace lost padlocks.

7. Worn or damaged keys/keycards will be replaced by the Lock Shop on an exchange basis with a work order.
8. Requests for lock repairs will be submitted through work orders to the Lock Shop.
9. New locks will be installed upon submission of an approved Lock shop work order.
10. When employees change their work location, employees must return all assigned keys/keycards and locks for previous work location before any new keys/lock may be issued.
11. When employees terminate service at RLANRC, employees must return all assigned keys/keycards and locks to receive Lock Shop clearance on the "Employee Check Out Sheet" (only during shop hours). Employee's final paycheck will be withheld until keys/keycards are returned.
12. Key/Keycard and lock requests not covered by the foregoing should be submitted to Administration for review and CEO approval.
13. In some buildings with black card readers, doors can be opened with GREEN colored DHS Employee Identification badges. ID badges are issued and printed by Human Resources and can be granted door access by Facilities Operations.