

ADMINISTRATIVE POLICY AND PROCEDURE

Page 1 of 1

Subject: GRAND MASTER AND/OR GREAT GRAND MASTER KEYS

Policy No.: A317

Supersedes: April 7, 2021

Review Date: February 8, 2024

Origin Date: February 1, 1990

Revision Date: February 8, 2024

PURPOSE:

To implement tighter controls over the issuance of grand master and/or great grand master keys for the Medical Center.

POLICY:

All requests for grand master and/or great grand master keys must be approved by the Chief Executive Officer (CEO) or the Chief Operations Officer (COO).

PROCEDURE:

1. The lock and key procedures referenced under Rancho Policy A316 "Lock and Key" will be followed.
2. For grand master and/or great grand master keys, the CEO and/or the COO must also approve the request.

In some instances, it may be necessary to issue a grand master and/or great grand master key on a temporary basis. The controls referenced above are intended to govern these requests as well and must be fully justified and approved in writing by the CEO to ensure accountability.

Revised: 1/16, 4/21, 2/24

Reviewed: 1/16, 4/21, 2/24

Approved By: