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|  | ANDOVER POLICE DEPARTMENT GENERAL ORDER | Number: M1116 |
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| | | Distribution: All |
| Title: KEYS TO POLICE BUILDING | | Section: Administration |
| Issued: 11/29/2011 | Effective: 12/07/2011 | Revised: 01/02/2015 |
| Rescinds: All Previous | Amends: | |
| CALEA References: | | |
| Review: Annual | Authority: Chief Michael A. Keller | <i>M.A.K.</i> |

I. Purpose

The purpose of this General Order is to establish the guidelines for maintenance and distribution of keys to the police building.

II. Policy

It is the policy of the Andover Police Department that stringent rules and procedural guidelines for the use and distribution of keys are implemented and followed.

III. Definitions

(This section intentionally left blank.)

IV. Regulations

- A. Each employee is responsible and accountable for the key(s) they are issued [B].
- B. Department personnel shall not give or otherwise make keys available to any person outside the department without express authorization of their supervisor [B].
- C. Keys shall not be duplicated without written authorization by the Chief of Police or his designee [B].
- D. Lost or stolen keys shall be immediately reported to the employee's supervisor, who shall notify the Chief of Police as soon as possible [A].

V. Procedures

A. Distribution and Maintenance

1. Keys not assigned to an individual will be stored in the Administrative Assistant's office and available through the proper check-out process only.
2. Access to non-restricted areas may be obtained by checking out the appropriate key from the Administrative Assistant.
 - a. Key receipt slips are filled out when duplicate or extra keys are to be checked out. The number written on the slip must match the appropriate hook number. The slip may then be put into one of the brass receipt holders. The completed slip, whether in the brass holder or by itself, is then hung on the matching hook for a record of checked out keys.



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- b. When a key is checked out the appropriate information is written on one of the key loan registers. The register then becomes a detailed history of keys checked out and returned.
3. Keys will be issued to department members by the Administrative Assistant based on need upon hiring or change in assignment. The Administrative Assistant will document keys issued in the employee's personal inventory.
4. Electronic keys will be issued to employees at the time of hire by the IT Director. The keys will be programmed to permit access based upon assignment. Changes to employee access will be approved by the Chief of Police. The IT Director will maintain documentation of electronic keys issued.
5. The IT Director will provide the Chief of Police with a police building access report annually or upon request.

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