	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1014 Subject: Safe and Vault Combination/Key Security	Effective Date: 3/1/93
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PURPOSE:

It is the purpose of this policy to establish guidelines for securing safes/vaults and responsibilities for recording and storing combinations and keys to safes/vaults within the Clerk of the Superior Court (COSC).

POLICY:

All safes/vaults used for securing negotiable instruments, Exhibits vault or any other safe/vault designated by the COSC will be secured with a tumbler combination that permits division of the combination, a combination tumbler and key lock, a combination and fingerprint reader, two (2) separate key locks and/or access card and personal identification number (PIN).

No employee will be given both combination halves, the combination and key, or the combination and fingerprint reader to a safe/vault or access card and PIN. Employees with access to safes/vaults will be kept to the minimum practical.

Employees with authorized access that reside in the same location as the safe/vault should commit the combination or PIN to memory. Keys must be maintained in the employee's possession at all times. Staff that do not reside in the same location as the safe/vault may maintain the combination on his/her person; however, it must be discreet at all times. At no time should the combination be associated with the COSC office.

Opening, entering and closing of safes/vaults used for securing negotiable instruments, Criminal Exhibits vault and any other safe/vault designated by the COSC, will be accomplished by at least two authorized individuals and recorded in a log.

A duplicate set of all safe/vault combinations will be maintained by the vendor and the COSC or their designee. The vendor will ensure each half of a double combination is given to the COSC or their designee. A duplicate set of all keys will be maintained by the COSC or their designee.

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The vendor will provide each half of a two-part combination on separate vendor issued paper and sealed in individual envelopes. Each envelope will be labeled as follows:

- Contents (e.g. combination, combination 1 of 2, key)
- Location of safe/vault (geographical location and office)
- Signature of person (COSC employee) sealing envelope on edge of sealed envelope flap
- Date envelope sealed

All envelopes will be stored in a locked, fireproof safe in a location designated by the COSC. This container shall be accessed only in an emergency situation as deemed by the COSC or their designee. The COSC or their designee is responsible to commit the safe combination to memory. At a minimum, two designees should be present to access the safe/vault.

A list of individuals issued combinations/fingerprint readers/keys/access card/PIN to a safe/vault will be maintained by the Deputy Director, Administrator, Auditor, and Security Liaison.

A safe/vault combination/key will be changed a minimum of every two years or when there has been a possible security breach of a safe/vault combination/key. Any breach of security such as lost keys must be reported immediately to the supervisor. Requests for changes will be made through the Security Coordinator.

The COSC, Deputy Directors, Administrators, and Managers responsible for a safe/vault must designate an employee to be authorized access to a safe/vault partial combination. Once authorization is established, they are responsible for coordinating the delivery of that portion of the combination.

APPLICABILITY:

This policy applies to all employees of the COSC.

DEFINITIONS:

Negotiable Instruments: Checks, money orders, cash

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REVISION HISTORY:

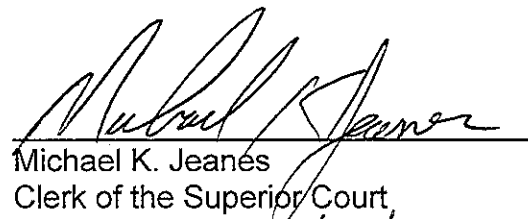
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	3/1/93
A	N/A	Revised	2/1/96
B	N/A	Revised	4/15/99
C	N/A	Revised	1/15/08
D	N/A	Revised	3/7/08
E	N/A	Revised	6/19/08
F	N/A	Revised	4/5/12
G	Lois Rees	Revised	7/14/15
H	Christine Kelly	Updated to Controlled Document Index	7/16/15

AUTHORIZED SIGNATURES:

Issuing Authority:


 Christine Kelly
 Chief Deputy

Approving Authority:


 Michael K. Jeanes
 Clerk of the Superior Court
 Date Signed: 7/17/15