	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1007 Subject: Key Assignment, Security & Control Page: 1 of 2	Effective Date: 8/15/88 Revision Level: E Last Revised Date: 4/21/15

PURPOSE:

It is the purpose of this policy to clarify the responsibilities of the Clerk of the Superior Court (COSC) and the employees to whom key assignments are made.

POLICY:

The Facilities Coordinator shall have oversight for all keys necessary to the operation of the COSC. This includes, but is not limited to: exterior/interior door and office door keys. Courtroom Services exhibit closet door keys and cash drawer keys are handled separately from this policy and follow the Exhibit Security, Exhibit Closet Keys and Cash Drawer Key procedures. Authorized assignment and use of keys will be reviewed on a needs basis for the benefit of the Department.

All door keys shall be inventoried, secured and controlled by the Facilities Coordinator or their designee. All unassigned door keys, including offsite locations, are to be returned to the Facilities Coordinator for return to the Maricopa County Locksmith or Court Security. No unassigned keys will be retained by COSC employees.

All key requests must be submitted by a supervisor or above and require Deputy Director approval. Master key requests and requests from other agencies require both Deputy Director and Chief Deputy approval. Employees may not request their own keys.

Upon transfer, termination or resignation from the Department, all issued keys are to be returned to the employee's supervisor


Keys will not be issued for doors with both card reader and key access. One key will be held in the DJC safe for emergency access in the event of a card reader malfunction.

The County locksmith will process lock change requests only when ordered through the Facilities Coordinator or their designee. These requests require Deputy Director and Chief Deputy approval.

All employees must adhere to Arizona Revised Statute, A.R.S §13 3715: Unauthorized manufacture, duplication, use or possession of key to a public building; classification.

APPLICABILITY:

This policy applies to all employees of the Clerk of the Court. Failure to comply with the provisions of this policy may result in disciplinary action up to and including termination.

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DEFINITIONS:


NONE

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	8/15/88
A	N/A	Revised	10/2/89
B	N/A	Revised	6/23/08
C	N/A	Revised	3/22/11
D	Lois Rees	Revised	4/21/15
E	Christine Kelly	Updated to Controlled Document Index	6/24/15

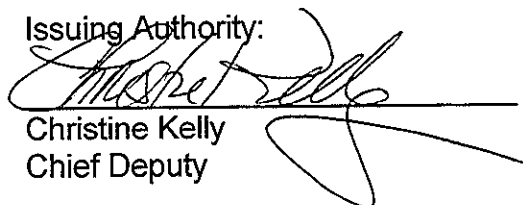
AUTHORIZED SIGNATURES:

Reviewed by:



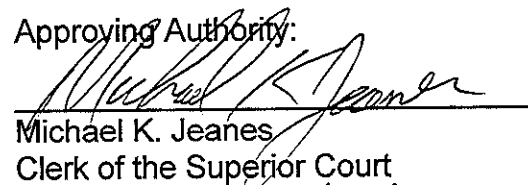
 Lois Rees
 Administrator

Issuing Authority:



 Christine Kelly
 Chief Deputy

Approving Authority:



 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: 7/16/15