

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

Subject:

**RECEIPT OF KEYS**

Regulation No:

1.12

Effective Date:

September 14, 2007

Supersedes: July 1, 2000

**I. PURPOSE**

This administrative regulation sets forth the procedures to be followed whenever keys to Town facilities are issued to elected officials, Town employees and other individuals.

**II. DISTRIBUTION OF KEYS**

- A. Town Hall: The Public Works Director responsible for distributing all keys to the Town Hall.
- B. Police Station: The Chief of Police is responsible for distributing to individuals all keys to the Police Station.
- C. Public Works Facilities: The Director of Public Works is responsible for distributing all applicable keys to the department's various facilities.
- D. Parks and Recreation Facilities: The Director of Parks and Recreation is responsible for distributing to all applicable individuals keys to the department's various facilities.

**III. RECORD KEEPING**

- A. Whenever a key is distributed, a "Receipt of Key" form is to be completed. The original is to be maintained by the issuing department with a copy given to the individual.
- B. A master list is to be maintained by each issuing department. This list shall include the name of the person receiving the key, what access the key provides, and if applicable, the key number.

**IV. GENERAL INFORMATION**

- A. All keys distributed to individuals remain the property of the Town of Vienna and are issued at the discretion of the Town Manager.
- B. Department heads may request that additional keys be issued to their employees for locations outside of their normal work areas. Such a request must be submitted in writing and identify the reason(s) for it.
- C. No duplicate keys can be made without the written consent of the individuals identified in

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Section II. Keys are to be kept in the sole possession of the person to whom they were issued and are not to be given to anyone else for their use. Employees who fail to follow this policy will face disciplinary action, including but not limited to, suspension or dismissal.

D. Upon separation from employment with the Town, all keys must be returned. Should a key be lost or misplaced, the individual will be charged for the cost of replacing it and disciplinary action may be taken.

**V. APPLICABLE DOCUMENTS**

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	