

EDUCATION, TRAINING AND TECHNICAL ASSISTANCE KEY CONTROL POLICY

The purpose of the Education, Training and Technical Assistance (ETTA) bureau key control policy is to maximize the availability of keys for employees who need to utilize them.

Employees will adhere to the following procedures relative to key requests. **Any changes to this policy require prior bureau chief approval.**

1. Permanently Assigned Keys

- a. Permanently assigned keys include Old Revenue Building (ORB) room keys as well as furniture and storage cabinet keys. Supervisors will coordinate with the OSH administrative officer to obtain permanently assigned room keys for new employees.

Supervisors will coordinate with the distribution manager to obtain permanently assigned room and furniture keys for new employees. The supervisor will distribute the assigned keys to the new employee. The OSH administrative officer and distribution manager will maintain records of each key assigned to each individual. Reference table below.

- b. If an employee's keys change for any reason (i.e., new furniture, change in furniture, new office) the supervisor and appropriate representative (OSH administrative assistant or distribution manager) will be notified so the records can be updated accordingly.
 - i. Whenever new furniture that comes with keys is purchased, the employee will be assigned one key and the extra key(s) will be given to the distribution manager.
 - c. Prior to an employee leaving employment, the supervisor will obtain the list of assigned keys from the OSH administrative officer and distribution manager. The supervisor will collect the keys from the employee, prior to the employee's departure. The supervisor will then return the keys to the appropriate party.

Permanently Assigned Keys

Recognition Program staff	LaMont Smith, Recognition Program Manager
Training and Education staff	Marcy Collyer, Training Supervisor
Standards staff	Hollis Yelverton, Standards Supervisor
OSH Administration	Tammy Higgins, OSH Administrative Officer
Bureau Chief Direct Reports	Wanda Lagoe, Bureau Chief
ETTA Bureau	Christy Reed, Distribution Manager

2. Temporary Request for Keys

- a. Procedure for checking out and in bureau cabinet keys:
 - i. An employee who needs to check out bureau cabinet keys will request them from the distribution manager. The distribution manager will issue the key to the individual and document it in the key log. Reference table below.

- ii. When the employee no longer needs the key, they are to return the key to the distribution manager. If the distribution manager is not available, the employee returns the key(s) to the alternates listed below. The return will be documented in the key log

Cabinets

Primary	Christy Reed, Distribution Manager
Alternate	Crystal Stallings, Sales Manager
Alternate	Carol Wells, Administrative Assistant

- b. Procedure for checking out and in ETTA keys from the master key box on 4th floor.

- i. The bureau master key box is located in the bureau Equipment Room #C407 of the Old Revenue Building (ORB).
- ii. It contains spare keys to the vehicles, the basement publications room, homeland security room, library, basement cage, docking stations and some bureau offices (i.e., bureau chief, training supervisor) which can be checked out temporarily.
- iii. The administrative assistant issues out the key and logs it in the key log. The employee will return the key to the administrative assistant after use to check it back in. If the administrative assistant is not available, the employee will return the key to one of the alternates for check in. No other personnel are authorized to check the designated keys out or in. Reference table below.

ETTA Master Key Box

(Vehicles, Homeland Security Room, Library, Basement, Cage, Some ETTA Offices)

Primary	Carol Wells, Administrative Assistant
Alternates	Hollis Yelverton, LaMont Smith, Marcy Collyer, Bureau Supervisors
Alternate	Wanda Lagoe, Bureau Chief

- c. Procedure for checking out and in ETTA keys from the library master key box on the 5th floor.

- i. A master key box is located in the Library's room #C521 of the ORB. It contains a spare key to the locked 5 drawer lateral cabinet in room #C520 which contains loan agreements and some NFPA code material.
- ii. To access the cabinet, a key will be issued from the master key box by the distribution manager who will use the key check-out form located by the key box. If the distribution manager is unavailable, alternates may issue the key.

Library Key Box

Primary	Christy Reed, Distribution Manager
Alternate	Carol Wells, Administrative Assistant
Alternate	Wanda Lagoe, Bureau Chief

- d. Procedure for checking keys out and in for bureau offices, conference rooms, and other common area door keys within the ORB:

ORB Offices, Common Area Doors, Conference Rooms

Primary	Tammy Higgins, OSH Administrative Officer
Alternates	Betty Morgan, Jovonah Weedon, OSH Administrative Executive Assistants

- i. A key may be requested from the OSH administrative officer who has master keys that will open all doors in the ORB. All master keys must be returned to the OSH administrative officer as soon as they have finished using it. If the OSH administrative officer is unavailable, alternates may be contacted.
3. This policy is in effect until rescinded or amended.



Wanda Lagoe
Bureau Chief

3/24/2022

Date

Note: This policy will be covered during ETTA new employee orientation.