

Key Issuance and Collection

222.1 PURPOSE AND SCOPE

The purpose of this regulation is to establish a procedure for the duplication, issuance, and collection of specific keys for Police Department personnel. It is the policy of the Newark Police Department that key duplication, issuance, and collection is tracked and recorded and that all keys issued to employees must be collected prior to issuance of a final paycheck.

222.2 KEY CONTROL

The NPD Administrative Assistant will issue keys as needed. At the time a key(s) are issued the employee will sign-out for each key issued to them. The city of Newark's Maintenance Supervisor will maintain equipment and key files on all employees. Upon separation from employment, all issued keys will be returned to the employee's immediate supervisor, then forwarded to the Administrative Assistant for final key check-out.

222.3 SUPERVISOR'S RESPONSIBILITY

Supervisors are responsible for the collection of all keys issued to employees upon their separation of employment. Supervisors will forward all returned keys to the NPD Administrative Assistant for final check-out.

- (a) Key boxes are located in strategic places in the Department. The Professional Standards & Training Supervisor is responsible for:
 - 1. Issuing keys as needed.
 - 2. Determining what keys should be maintained in the key box.
 - 3. Periodically conducting an inventory to verify what keys are stored and to eliminate un-needed keys.
 - 4. Establishing a procedure for issuing, tracking, and collecting file cabinet, desk, car keys of those employees who separate from employment or rotate in and out of their respective divisions.

222.4 DUPLICATION

Keys shall not be duplicated without the consent of the Division Commander. A written request outlining the reason and need for key duplication must be made to the Division Commander prior to having any key duplicated. Duplication requests will be forwarded to the Quartermaster for inclusion into the employee's Issued Equipment Inventory file.

222.5 MASTER KEYS

Master keys are located on key rings in the Dispatch Center. Master keys must be signed out before they can be lent and signed back in when they are returned. Responsibility for these keys will be that of the Dispatch Supervisor.