

Master Key Policy

Purpose

The Hillsdale Housing Commission provides master keys to employees for the performance of their normal job duties. This Policy is designed to describe the conditions for the use of master keys.

Policies and Procedures

1. All interior and exterior locks to all Commission properties shall be keyed to a master system.
2. The Executive Director shall be responsible for determining which employees may be issued master keys (and keys to all other systems) and shall maintain a list of authorized personnel and the level of access authorized. All keys issued shall remain the property of the Hillsdale Housing Commission. The Executive Director shall be responsible for retrieval of keys upon termination of employment.
3. Each employee issued a master key shall be required to read and sign this policy prior to delivery of the master key.
4. Employees shall be responsible for all keys issued while employed with the Hillsdale Housing Commission.
 - a. Employees shall know the whereabouts of all keys at all times.
 - b. Employees shall immediately report the loss or theft of keys to the Executive Director. Loss or theft of a master key shall be considered an emergency. Employees who fail to report the immediate loss or theft of master keys are subject to disciplinary measures, up to and including discharge, civil and/or criminal charges.
 - c. Employees may be charged for the cost of re-keying the property or building in the event of loss or theft of keys.
5. Employees shall not use a master key to enter a dwelling unit of a resident of Hilltop Apartments unless the resident is first given at least 48-hours written notice, except in the case of an emergency. Where such an emergency exists, the employee shall leave a note stating the date, time and name of the person entering the dwelling unit and the purpose of the entry.
6. Commissioners shall not be issued master keys.
7. Master key duplication is expressly forbidden without express prior consent from the Executive Director. Master keys are intended exclusively for the employees own use and shall not be loaned, given, or otherwise made available to unauthorized parties without the express prior consent of the Executive Director.

