



TITLE	POLICY NUMBER	
Key/Access Card Policy	DCS 02-34	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Business Support Services, Office of Real Estate	10/14/16	1

I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to protecting its property and privacy, as well as that of individuals assigned to use its owned or leased facilities, by establishing this policy to limit facility access to approved individuals and their supervisors.

II. APPLICABILITY

This policy applies to all DCS employees and others who provide services to DCS.

III. AUTHORITY

[A.R.S. § 8-453](#) Powers and duties

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Office of Real Estate or ORE: The DCS Office responsible for facilities management, building security, and physical space acquisition, allocation, and utilization.

V. POLICY

- A. DCS shall issue building and/or office keys/access cards to staff, volunteers, community partners and organizations with contractual agreements with the Department of Child Safety.
- B. All staff must obtain a Department ID Card prior to being issued a key/access card.
- C. All keys/access cards are the property of the DCS and must be returned upon termination of employment. Obsolete or unneeded keys must be returned to the local Building Liaison or the Office of Real Estate for disposal. A lost key or access card shall be reported to the employee's immediate supervisor, who shall report the issue to the Building Liaison. The Building Liaison shall report lost keys/access cards to ORE.
- D. Individuals specified in Section V. A. shall be issued the fewest number of key/access cards at the lowest level in the security system hierarchy that is necessary to provide the required access.
- E. This policy and its enforcement are the responsibility of the Office of Real Estate, and are implemented through the appropriate Office of Real Estate personnel (Assistant Director of Business Operations, Real Estate Administrator, Real Estate Manager, Assistant Real Estate Manager, Operations Supervisor, Project Coordinators, and Building Liaison). It is the responsibility of the Office of Real Estate and the aforementioned personnel to maintain systematic and effective control of all keys/access cards for buildings and offices under the control and jurisdiction of the Department of Child Safety.
- F. Office of Real Estate and Building Liaisons are responsible for issuing and tracking keys/access cards and maintaining accurate records. Keys/access cards are issued with the strict expectation that proper measures will be taken to ensure their safekeeping. Loss of keys/access cards can result in great financial loss to the Department of Child Safety and expose the Department of Child Safety staff, volunteers and clients to unnecessary risk. An [Unusual Incident Report](#) or theft report shall be filed when a key/access card is stolen.
- G. If an individual loses a key/access card or it is stolen, the individual must immediately report this to their local Building Liaison and the Office of Real Estate at (602) 542-2236 (or by emailing ORE@azdcs.gov) and also notify their supervisor or manager. The supervisor shall ensure that the employee has reported the key/access card as lost or stolen. Supervisors shall retrieve keys/access cards

from staff who are separating from DCS employment and document this on the Employee Departure Checklist (DCS-1006A).

- H. The Office of Real Estate is the authorized agent for installation, maintenance, and control of all locks and keys/access cards for the Department of Child Safety buildings. This responsibility includes design of lock systems, maintenance of lock cores, keys/access cards and records.
- I. It is a violation of DCS policy for any individual to duplicate any key/access card issued by the Office of Real Estate. Only the Office of Real Estate is authorized to approve duplication of keys/access cards. All duplicates must be made and recorded by the Office of Real Estate. Duplication or misuse of a key/access card, or the possession of a duplicate key/access card, will result in disciplinary action. Violations to this policy include but are not limited to:
 - a. loaning keys/access cards;
 - b. transferring keys/access cards without authorization;
 - c. duplicating keys/access cards without authorization;
 - d. altering keys, locks, or mechanisms;
 - e. installing padlocks on DCS spaces;
 - f. damaging, tampering with, or vandalizing any lock or hardware;
 - g. propping open doors;
 - h. admitting unauthorized persons into DCS buildings;
 - i. failing to return a key/access card when requested; and
 - j. failing to report a missing key/access card.

Any person whose actions cause a repair to be required, or who alters a locking device or key/access card, will be in violation of this policy and subject to disciplinary action. Any person who intentionally damages any locking device, or causes the system to be ineffective or non-functioning, will be in violation of the Building Security Policy and will also be subject to disciplinary action.

- J. The Office of Real Estate is responsible for maintenance and service of all locks including periodic replacement and upgrading in order to maintain proper security. However, if it becomes necessary to re-core a building or an area within a building because of lost or stolen keys/access cards, the unit, program, or person responsible for the lost or stolen keys/access cards will be charged cost(s) for new cores and issuance of new keys/access cards.

VI. PROCEDURES

- A. Keys/access cards are issued to Department of Child Safety employees, volunteers, community partners, and organizations with contractual agreements with DCS upon the request of a (DCS) supervisor or manager.
- B. If an individual loses a key/access card or it is stolen, the individual immediately follows the policy outlined above in Section V.F.

VII. FORMS INDEX

[Key/Access Card Request Form \(DCS-1231A\)](#)

[Employee Departure Checklist \(DCS-1006A\)](#)