

**Introduction**

To provide a secure environment for municipal facilities, the City of Taft requires that offices, and service areas be locked after normal business hours.

The City recognizes, however, that certain personnel may require access to municipal facilities during the off hours.

Accordingly, the City of Taft will provide keys to employees on an individual basis upon receipt of a completed key request.

**KEY REQUEST**

1. Individuals requiring keys to City facilities shall complete a key application available from the Personnel Department.
2. The Personnel Department shall, in conjunction with the appropriate department head, consider the individual's need for requested keys and shall approve only those requests based on a valid key requirement. The Personnel Officer will keep a record of the individuals approved to have keys to municipal facilities.
3. Upon approval of a key request application, numbered keys will be assigned to the individual by the appropriate department head. The department head shall keep a list of the individuals' assigned keys along with the key number. Department heads shall be responsible for facilities as follows:

City Animal Shelter	Police Chief
City Corporation Yard	Director of Public Works
City Hall	Director of Public Works
Community Correctional Facility	Police Chief
Fire Department	Fire Chief
Police Department	Police Chief
Wastewater Treatment Plant	Director of Public Works

4. All keys must be returned to the appropriate department head upon termination of the employee's employment or upon transfer to another department.
5. Final checks will not be released until assigned keys have been relinquished.