

**TRINITY EPISCOPAL CHURCH
OSHKOSH, WISCONSIN
POLICY**

Adopted: 9/08

Policy Title: Keys, Access and Security

Applies to: Employed Staff Wardens Vestry Commissions
All members of the congregation

POLICY: One essential method of managing security at Trinity is through conscientious and conservative management of keys to Trinity's locked buildings and rooms. Only those with a demonstrated need to access the buildings and specific rooms are authorized to possess a key to those areas. See Attached "Key Assignment" grid.

Keys are managed by the Office Manager under the delegated authority of the Junior Warden.

Locks to Trinity facilities are keyed in a cascading fashion. Each individual who is given a key will be able to open all areas to which they are authorized. There are several levels of access, and master and sub-master keys designed to override all locks in less restricted areas. Each key will be labeled with a unique key number and bear the label "Do Not Duplicate".

The Junior Warden

A parishioner may be issued a key only when their role(s) requires access to the buildings and specific rooms.

A request for a key will be made in writing and submitted to the Office Manager. Only those authorized will be issued their own personal key.

The Office Manager will maintain complete and accurate records of keys issued and contact information of each individual to whom a key is issued.

Key assignments will be audited twice per year by the Office Manager to reconcile keys in circulation with the authorized key list, and deliver a report to the Junior Warden and Rector. The Junior Warden will pursue "re-keying" the facilities at a minimum of every five years.

When a parishioner's role changes, and there is no longer a legitimate need for the key, the key will be returned to the Office Manager within 30 days.

Keys **MUST NOT** be loaned or borrowed to other parishioners or members of the community.

Lost keys are to be reported immediately to the Office Manager. The Office Manager will notify the Junior Warden when receiving notice of a lost key.

A limited number of keys may be designated for temporary use, when a specific purpose is identified. The “temporary” key will be returned immediately after the specific purpose has ended.