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1.0 Purpose

To track who is in possession of keys used to access Town of Oulu buildings, grounds and equipment to:

- Improved Security by keeping a record of all keys issued, the Town can ensure keys are returned when individuals leave the Town or change roles, reducing the risk of unauthorized access.
- Compliance: The policy acknowledgement will help to ensure individuals who are issued keys understand and comply with the Towns key policy.
- By centralizing all key issuance and return information in one place, the Town will save time and money by reducing the risk of errors of who holds the keys and reducing time and money re-keying locks.

2.0 Policy Details

All keys are issued by the Town of Oulu Clerk with a minimum of 7-day notice in advance

The key issued remains the property of Town of Oulu

- The key is provided for the exclusive use of the keyholder who is individually named below, and is not to be passed to a third party without the consent of Town of Oulu and the completion of a further named agreement.
- The key provided is not to be loaned or otherwise to leave the care of the keyholder named above.
- Under no circumstances is the key to be duplicated.
- Loss of the key is to be reported immediately to the Oulu Town Clerk
- The keyholder will be responsible for the security of the key.
- In the event of concerns by the Town of Oulu in relation to the security of the key or the premises, the key may be withdrawn at any time.
- In the event of loss of the key, or repeated loss of the key, the Town of Oulu reserves the right to recover the cost of replacement keys / replacement locks from the key holder (not to be unreasonably applied).
- In all cases the key will be returned to the Town of Oulu Clerk who will countersign for the return on the staff member's copy of the keyholder agreement, which will be returned to the staff member as a receipt.
- The key will be returned to the Town of Oulu on request.

3.0 Policy Scope

All keys issued to any board member, employee or community member

4.0 Related Policies

Key sign out form.

5.0 Policy Owner

The policy is approved and implemented by the Oulu Town Board of Supervisors and Town employees.

All Policies are reviewed every odd year for relevance and to make changes, if needed.

6.0 Definitions

Keys for any and all Town of Oulu buildings, grounds and equipment

7.0 Procedures

Requested must be received at least 7 days advanced notice to allow time for duplication if needed.

All requests should be made in writing whenever possible

No keys will be issued without the signed Key Holder Agreement

8.0 Exhibits / Appendices / Forms

See Key Holder Agreement

9.0 Document History

Formalizing existing policy implemented over many years.