



Key Controls Policy

Updated: June 3, 2018

Purpose

To establish a key control policy and process for all properties owned and operated by Rockcastle Karst Conservancy (RKC).

Responsibilities

Key control is needed to secure property and facilities. All Rockcastle Karst Conservancy keys will be managed, issued, duplicated, stored, controlled, returned, replaced and accounted for by the RKC Board and individual Preserve Managers. It is the responsibility of each Preserve Manager to keep a log of all issued keys and who is in possession.

Classification, Issuance and Replacement

Permanent Issuance

- The Board Chair of RKC should hold a master set of keys to any and all locked resources on RKC property to be updated when locks are changed PRIOR to the application of the new lock. This set of keys is not a loaner set and is to be held to ensure safety of the property and resources.
- The Preserve Manager of a property should also hold a master set of keys, to the preserve they manage, that are non-loan to ensure access without interruption.

Temporary Issuance

- Further sets of keys being held or loaned and the details there in are to be dictated by the management plan of each property, then approved by the RKC board.

Replacement

- Each property's management plan should include a regularly scheduled plan to replace keys. Key replacement is imperative for continued security and defense against any unauthorized duplication.

Returning Keys

All keys are the property of Rockcastle Karst Conservancy and its management committees. All keys must be returned to the RKC or Preserve Chair.

- Before or upon leaving the RKC Board.
- Before or upon leaving a Preserve Board or Management Position.
- Upon being banished from a preserve.
- Due to violation of key policy.

Key Audit

Each management committee will complete a key audit bi-annually by June 30th and December 31st of each year. This will ensure all keys are accounted for at each preserve.

*Rockcastle Karst Conservancy and its Board may modify this information at its sole discretion without notice at any time, consistent with all policies and bylaws