	<p align="center"><b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b></p>		Number: M1116
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			Distribution: All
Title: KEYS TO POLICE BUILDING		Section: Administration	
Issued: 11/29/2011	Effective: 12/07/2011	Revised: 08/08/2024	
Rescinds: All Previous		Amends: 07/27/2023	
CALEA References:			
KLEAP References:			
Review: Annual	Authority: Chief Buck Buchanan		

## I. Purpose

The purpose of this General Order is to establish guidelines for the maintenance and distribution of keys to the police building.

## II. Policy

It is the policy of the Andover Police Department that stringent rules and procedural guidelines for the use and distribution of keys are implemented and followed.

## III. Definitions

(This section intentionally left blank.)


## IV. Regulations

- A. Each employee is responsible and accountable for the key(s) they are issued [B].
- B. Department personnel shall not give or otherwise make keys available to any person outside the department without express authorization of their supervisor [B].
- C. Keys shall not be duplicated without written authorization by the Chief of Police or his designee [B].
- D. Lost or stolen keys shall be immediately reported to the employee's supervisor, who shall notify the Chief of Police as soon as possible [A].
- E. Department personnel will not transfer keys assigned to them to other individuals including other department personnel [B].

## V. Procedures

### A. Distribution and Maintenance

1. Keys not assigned to an individual will be stored in the Administrative Assistant's office and available through the proper check-out process only.
2. Access to non-restricted areas may be obtained by checking out the appropriate key from the Administrative Assistant.
  - a. Key receipt slips are filled out when duplicate or extra keys are to be checked out. The number written on the slip must match the appropriate

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hook number. The slip may then be put into one of the brass receipt holders. The completed slip, whether in the brass holder or by itself, is then hung on the matching hook for a record of checked-out keys.

- b. When a key is checked out the appropriate information is written on one of the key loan registers. The register then becomes a detailed history of keys checked out and returned.
3. Keys will be issued to department members by the Administrative Assistant based on need upon hiring or change in assignment. The Administrative Assistant will document keys issued in the employee's personal inventory.
4. Electronic keys will be issued to employees at the time of hire by the IT Director or designee. The keys will be programmed to permit access based upon assignment. Changes to employee access will be approved by the Chief of Police. The IT Director will maintain documentation of electronic keys issued.
5. Communications Officers will maintain two electronic key cards to the police department in the Communications Center to be used for personnel with a need to temporarily access secured areas within the police department: One master key labeled "Site Access," and one limited access key labeled "PD Perimeter."
  - a. Site Access Key
    - i. The Site Access Key allows access to the secured building entry points and offices, except for PD Investigations.
    - ii. The Site Access Key shall only be checked out with approval from a member of the Command Staff, or to Parks Employees for maintenance purposes.
  - b. PD Perimeter Key
    - i. The PD Perimeter Key allows access to the secured building entry points only.
6. Electronic keys shall only be checked out from Communication Officers by authorized personnel, who have passed a fingerprint-based background check, and have a valid reason to need such access.
7. Electronic key cards shall not be checked out for a period of more than three (3) hours at any one time unless prior authorization was given by a member of the Command Staff.
8. When an electronic key card is checked out from Communications Officers, the Communications Officer shall log the instance in the building access log with the appropriate information. The log then becomes a detailed history of electronic keys checked out and returned.
9. The IT Director, or designee, shall provide the Chief of Police with a police building access report annually or upon request.