

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
KEYS**

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Origin: Plant Operations
Authority: Chief Operating Officer
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SCOPE

All HRMC staff authorized to carry keys for their area of responsibility.

PURPOSE

To establish a system for obtaining new keys or replacing old keys.

POLICY

- I. Personnel authorized by the department manager may obtain keys from Plant Operations via the Work Order process.
- II. The employee must relinquish the key prior to issuance of a final paycheck in the event the employee terminates from the position for which the key was authorized. Key(s) can be returned to the Administrative Director or Human Resources who will forward them to the Plant Operations Plant Operations.
- III. Lost/broken keys must be reported to the Plant Operations who will arrange for replacement of key and/or lock.
- IV. Master keys are issued to Administrators, Nursing Service and Security. All distributary keys must be authorized by the President or Chief Operating Officer.