

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 8 - GENERAL OPERATIONS
PART 8.2 - AUTHORITY FACILITIES
SECTION 8.22 - CONTROL OF MASTER KEY SYSTEM

PURPOSE: To establish a policy governing the administration and control of the master key system for the San Diego County Regional Airport Authority (“**Authority**”).

POLICY STATEMENT:

(1) The Authority’s Authorized Director(s) or such other individual selected by the Authority’s President/Chief Executive Officer (“**President/CEO**”) shall control the issuance of appropriate keys for the facilities and airports under the Authority’s jurisdiction, and hold in his or her possession grand master, submaster and individual change keys for such facilities and airports.

(2) The President/CEO, or his or her designee, shall have the following additional responsibilities:

(a) Immediately upon learning of a lost, missing or misplaced key, report the date, time and circumstances of such event;

(b) Maintain control of keys that are furnished to tenants within his or her control and the contact person to whom such keys are issued;

(c) Ensure that keys are returned upon the termination of an occupancy or the termination of contract employees who are issued keys;

(d) Initiate work orders to have keys made, receive keys from shops, issue keys to authorized persons and obtain signatures on key custody cards (“**Key Custody Cards**”);

(e) Maintain a master file of Key Custody Cards;

(f) Upon termination of an employee, ensure that such employee’s keys are returned and the pertinent card files are destroyed prior to release of such employee’s termination pay; and

(g) Upon receipt of a report of lost, missing or misplaced keys, request appropriate police personnel to conduct an investigation.

[Amended by Resolution No. 2018-0106 dated October 4, 2018.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]