

Town of Freedom

Town Office Key and Code Security Policy

It is the policy of the Select Board to ensure the security of the town office and the well-being of town records.

The Town Clerk will be responsible for the maintenance of a list of town officials who have been provided with keys and codes, and for insuring that all officers and committee chairs are informed of these rules.

The Public Works Dep't head will keep a list of personnel who have keys to the town garage, town vehicles and equipment and all Public Works employees will be subject to the same rules as all other employees concerning the key policy.

No one shall give, lend or in any way, share their key and code with anyone not authorized to have a key.

Therefore the Selectmen order that the Town Clerk will issue master keys and codes for the key pad to the Select Board, the Town Clerk, the Deputy Town Clerk, and the Town Treasurer. Master keys will unlock every door at the town office with the exception of the vault. A key to the vault will be issued to the Town Clerk then to the Treasurer. No other individuals than the aforementioned town officers will be allowed the use of a master key or vault key at any time. The back door to the Clerk's office and the door from the counter area to the interior of the Clerk's office shall be closed and locked whenever the vault door is to be opened. No other individuals will be allowed access to the Clerk's office, the Select Board office, or the vault, at any time, unless in the presence of one of the aforementioned officers.

Keys to the General Meeting Room and key pad code shall be issued by the Town Clerk to the Chairmen of any Town Committees that meet on a regular basis at the town office. Any keys held by committee head will only open the conference room and not the office.

All keys and codes are non-duplicate, and must be returned to the Town Clerk immediately upon the officer's or town employee's termination of service to the town.

Failure to return keys to the Town Clerk will result in withholding of the last pay check of the employee and the cost of new locks and keys for all who need them will be deducted from that pay check. New keys will then be made and distributed to any and all persons needing access to the building.

The final pay check will reflect the cost of the new locks and keys along with all the other withholding and deductions for that check.