

## PROCEDURE

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<b>Series:</b>	<b>Property Management</b>	<b>COA: ASE 6.04</b> <b>CFOP: 50-2; 50-22</b>
<b>Procedure Name:</b>	Key Access to BFP/FOA Facilities	
<b>Procedure Number:</b>	PM 718	
<b>Reviewed Date:</b>	N/A	
<b>Revision #/Date:</b>	N/A	
<b>Effective Date:</b>	4/26/23	

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**Applicable to:** Brevard Family Partnership Family of Agencies (BFP FOA)

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**Purpose:** It is the procedure of Brevard Family Partnership and the Family of Agencies to provide a secure and safe working environment and protect both staff and property through the issuance of keys and or keyless entry proximity cards (hereafter collectively referred to as “keys”) to employees or other individuals who require access to agency facilities. These security measures are in place for the facilities located at:

- BFP, 389 Commerce Parkway, Rockledge, FL 32955
- Family Allies/CARES, 4050 Riomar Drive, Rockledge, FL 32955
- Family Allies, 6100 Minton Rd, Palm Bay, FL 32905)

**Procedure:** BFP has purchased and installed a state-of-the-art security system for all BFP/FOA buildings. The facilities’ entrances and interior doors will always be locked to maintain the safety of staff, and for the security of the buildings and their contents. The following processes will ensure compliance with the safety protocols and requirements for accessing facilities. The Chief Financial Officer or designee will control access for all users employed by the agency. Groups have been specifically created to manage access to the multiple facilities under BFP/FOAs.

### **A. Facility Access by Staff:**

- **Brevard Family Partnership:** Brevard Family Partnership’s corporate office will utilize a secure entry system for all staff and visitors. Staff will be required to always keep their key on their person. The keys will be programmed with various levels of access. The security system is designed to deter break-ins, reduce the risk of loss due to vandalism or theft and ensure the continuing safety of building occupants. Visitors to BFP will enter the building through the main entrance. Under no circumstances will visitors be allowed to roam the facility; they must always have an escort.
- **Family Allies:** Staff or other individuals having a legitimate need to be present in their agency building will be issued a key for which they will be responsible. The key must always be kept on their person for the purpose of accessing other areas within the facility space. Family Allies staff will have unfettered entrance access to both the Riomar and Minton facilities. Internal key access to areas at Riomar is restricted by Organization affiliation.
- **CARES:** Staff or other individuals having a legitimate need to be present in their agency building located at 4050 Riomar Drive will be issued a key for which they will be

responsible. The key must always be kept on their person for the purpose of accessing other areas within the facility space. Internal key access to areas at Riomar is restricted by Organization affiliation.

- **Camelot Community Care:** Staff or other individuals having a legitimate need to be present in their space will be issued a key for which they will be responsible. The key must always be kept on their person for the purpose of accessing other areas within the facility space. The key will access the entrance doors and the door to their workspace. It will also work for internal doors that access general common areas.
- **Department of Children & Families/Children Legal Services:** Staff or other individuals having a legitimate need to be present in their space will be issued a key for which they will be responsible. The key must always be kept on their person for the purpose of accessing other areas within the facility space. The key will access the entrance doors and the door to their workspace. It will also work for internal doors that access general common areas.

#### **B. Staff Responsibility:**

- An authorized employee entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked.
- An authorized employee may have guests so long as the guests stay in the proximity of the employee having been issued a key. The authorized employee assumes full responsibility for their presence.
- An authorized employee entering or leaving a locked facility shall be responsible for securing the door and may be held responsible for any loss or damage to BFP/FOAs property resulting from failure to do so.

All keys issued remain the property of Brevard Family Partnership and shall be returned to the Chief Financial Officer.

It is the responsibility of the appropriate department director or their designee to ensure that all keys are returned under the following provisions:

For employees

1. Upon termination of employment.
2. Upon request of the director or human resource staff.
3. Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their key(s) if they are authorized to have access to the building and/or office during the leave.

For all individuals

1. Upon termination of the need to access Brevard Family Partnership Family of Agencies facilities. (For instance, upon termination of a contract).
2. At the request of personnel authorized to manage or audit this policy.



**Brevard Family Partnership**



**Brevard C.A.R.E.S.**



**Family Allies**

Under no circumstances is a key permitted to be transferred from one individual to another, or to be obtained from any source other than as indicated within this policy. When any transfer or duplication of a key is made without Brevard Family Partnership consent, the key shall be recovered, and the individual(s) involved reported to the department head or superior for appropriate action.

The loss or theft of any key is to be reported immediately to the individual supervisor, who in turn will notify Human Resources and the Chief Financial Officer. In each situation, an incident report will be completed and forwarded to the Safety Committee for review. Lost keys may result in the need to re-key agency premises. The need to re-key the agency's premises will be reviewed and determined on a case-by-case basis.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Brevard Family Partnership / Family of Agencies

APPROVAL DATE: 6/20/23