

POLICY AND PROCEDURE	
<b>Policy Title:</b> Security Plan – Key Authority	<b>Program:</b> Project Homekey, Live Oak Apartments
<b>Approved by Name and Title:</b> Megan Van Sant, Sr. Program Manager	<b>Effective Date:</b> October 1, 2022 <b>Reviewed:</b> January 2023

## Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

## Policy

This policy is to ensure the safety and confidentiality of resident files, and to limit access to utility room, breaker boxes, supply inventory, and other business materials.

Keys are assigned when a staff member is hired and are returned upon termination of employment. If keys are not returned in a timely manner, the locks are changed.

## Procedure

This procedure authorizes key access to specific areas of the property for on-site and remote staff positions.

Position	Master room key (key card)	Lobby bathroom (metal key)	Office/ laundry (metal key)	Mendocino Co. staff office (metal key)
Regional Property Manager	X	X	X	
Resident Site Manager	X	X	X	X
Maintenance Engineer	X	X	X	
Housekeeper	X	X		
Community Aide	X	X		
Program Specialist, Mendo Co.	X	X	X	X
Program Administrator, Mendo Co.	X	X	X	X
Senior Program Manager, Mendo Co.	X	X	X	X