

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Security

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Each residence may require that you have access to locked areas. Most likely you will be given a set of keys to a facility vehicle, doors or locked storage areas. Any areas that are locked are locked as a safety precaution. It is your responsibility to ensure safety by making sure that locked areas remain locked. It is also your responsibility to safeguard your keys. Remember:
  - Never lend your keys to anyone, especially a consumer
  - Always keep your keys on your person
  - Keep locked areas locked, when not in use.
2. If you lose your keys, contact your supervisor immediately and complete an incident report. You may be asked to pay for the cost of replacing lost keys.
3. Keystone will not be responsible for the lost, stolen or damaged property of employees while on the premises. Therefore we urge you not to bring valuable possessions or large sums of money to work with you.
4. Your facility may be equipped with an alarm system for safety and security. If this is the case you will be instructed on its use. Do not be careless; follow the instructions exactly as they are given to you.

## DISCUSSION: