PA TURNPIKE COMMISSION *This is a statement of official Pennsylvania Turnpike Policy*		**NUMBER**: 6.03 **APPROVAL DATE**: 08-25-1978 **EFFECTIVE DATE**: 08-25-1978 **REVISED DATE**: 11-15-2016
POLICY SUBJECT: Management of Pennsylvania Turnpike Keys	**RESPONSIBLE DEPARTMENT:** Engineering	

A. **PURPOSE**:
To establish a policy to manage the key and lock access at the Pennsylvania Turnpike Commission (PTC). The management of keys and locks will provide a safer work environment and contribute to the protection of PTC assets.

B. **SCOPE**:
This policy applies to all PTC employees including full-time, temporary, supplemental, and summer, as well as contractors, subcontractors, consultants, sub consultants, concessionaires, authorized service providers, emergency response companies, and government agencies and entities (Recipient).

C. **GENERAL POLICY**:
The Facilities Security Supervisor, or his/her designee, will approve requests for keys to be used by an individual in the performance of his/her duties. Approval of key requests will be subject to the discretion of the Facilities Security Supervisor or his/her designee. Key requests that are denied by the Facilities Security Supervisor, or his/her designee, may be appealed to the Manager of Facilities Operations and Maintenance. Final appeals may be made to the Director of Facilities and Energy Management Operations (FEMO) regarding key requests that have been denied by the Facilities Security Supervisor and the Manager of Facilities Operations and Maintenance.

The issued key(s) remains the exclusive property of the PTC and is provided to the Recipient solely for PTC business. Upon demand from the PTC, the Recipient will be required to immediately return the key(s) to the Facilities Access Coordinator.

Any unattended open access gate must be immediately reported to the Traffic Operations Center upon discovery. Any employee found to have left open an access gate may be subject to disciplinary action. Any non-Commission recipient found to have left open an access gate may have his/her gate key(s) revoked and may not be reimbursed for the additional travel that is required throughout the duration of the Recipient's contract.

D. **PROCEDURES**:

ISSUING KEYS TO PTC EMPLOYEES AND PENNSYLVANIA STATE POLICE PERSONNEL

Requests for keys and locks must be approved by the PTC/PSP employee's (employee) immediate supervisor and the employee's department head. Key request(s) for areas managed by other units require the additional approval of the responsible department's department head and/or the managing director of the facility. Requests must then be forwarded to the mailbox for Card\Key Access for further approval and processing. The request must include the Name, Employee Number, Employee Location, and Cost Center of the employee to whom the key(s) is to be issued, the type of access required, and the purposes for which the key is to be issued. The employee receiving the key will be required to sign an agreement for it and return the original signed agreement to the Facilities Access Coordinator prior to issuance of the key(s) to the employee.

Employees must return the key(s) to their supervisor at the time of separation from employment with the PTC/PSP and must complete and submit a Key Return Form along with the key(s). The employee's supervisor is responsible for forwarding the key(s) and the Key Return Form to the Facilities Access Coordinator.

Employees must also return the key(s) to their supervisor if the key(s) is no longer needed for their work/project. Employees must complete and submit a Key Return Form along with the key(s). The employee's supervisor is responsible for forwarding the key(s) and the Key Return Form to the Facilities Access Coordinator.

Employees are prohibited from transferring or loaning keys to another individual. The key is for the exclusive use of the person to whom it was issued. Anyone who has a key lost or stolen – and anyone loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering the key or the lock - may be charged by the PTC for all associated costs and may be subject to disciplinary action. Duplicated keys will be confiscated upon discovery.

In order to address unique security and/or access requirements, a key(s) may be issued to be shared among employees. The issuance of a shared key(s) requires the approval of the Director of Facilities and Energy Management Operations and the approval of the requesting department's department head. The shared key(s) will be issued to the employee's supervisor. The supervisor may distribute the key(s) to employees engaged in the official Turnpike business or duties for which the key(s) was issued. It is the responsibility of the requesting department to monitor the assignment and return of the key(s). The employee's supervisor is responsible for maintaining clear and accurate assignment records for the key(s). In the event the key(s) is lost, stolen, altered, or duplicated, the required fee(s) will be charged to the appropriate employee according to the assignment records. The required fee(s) will be charged to the supervisor in the event the assignment records are unclear, inaccurate, or missing.

Persons using the key(s) are subject to be questioned by the Compliance Department and/or the State Police. The person questioned will be required to prove authorized use by showing his/her

driver's license, key number, and PTC Identification Access Card. The Compliance Department and the State Police can verify the names and key numbers of authorized employees through the Facilities Security Supervisor and/or the Facilities Access Coordinator.

Additional keys will not be issued to an employee:

1. Who already possesses a key(s) for which a signed key agreement(s) is not on file in the FEMO Department, or
2. Who possesses a key(s) not required for his/her present job, or
3. Who has not paid the required fee(s) for a lost, stolen, altered or duplicated key, or
4. Who has not paid any assessed costs resulting from loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering a key(s) or lock(s)

ISSUING KEYS TO CONTRACTORS, SUBCONTRACTORS, CONSULTANTS, SUBCONSULTANTS, CONCESSIONAIRES, AUTHORIZED SERVICE PROVIDERS, EMERGENCY RESPONSE COMPANIES, AND GOVERNMENT AGENCIES AND ENTITIES OTHER THAN PENNSYLVANIA STATE POLICE

Requests for keys and locks must be approved by the PTC point of contact and the PTC Department Head for the department in charge of the work or project. Key request(s) for areas managed by other departments require the additional approval of the responsible department's department head and/or the managing director of the facility. Requests must then be forwarded to the mailbox for Card\Key Access for further approval and processing. The request must include the Name of the Company's Representative, the Company Name and Address, the Vendor Number, the Contract Number and Work or Project Completion Date, the type of access required, and the purposes for which the key is to be issued. The issued key(s) will be assigned by the Facilities Access Coordinator with a return due date based on the contract completion date. A contract extension(s) must be communicated in writing to the Facilities Access Coordinator prior to the return due date via the mailbox for Card\Key Access.

The representative receiving the key(s) will be required to sign an agreement for it (them), and there shall be a deposit charged to the company for the issuance of the key(s). The original signed agreement(s) and deposit(s) must be received by the Facilities Access Coordinator prior to issuance of the key(s). The deposit will be forfeited if the key(s) is lost, stolen, altered, duplicated, or not received by the Facilities Access Coordinator within six (6) months of the due date indicated on the signed Key Agreement.

In order to address unique security and/or access requirements, the PTC may accept a bond(s) in lieu of the deposit(s). A fee(s) will be assessed in accordance with the bond agreement for a key(s) that is lost, stolen, tampered with, duplicated, or not received by the Facilities Access Coordinator withinsix (6) months of the due date indicated on the signed Key Agreement. If the said fee(s) is not paid within the period prescribed in the bond agreement, the PTC will seek payment pursuant to the bond provided.

A key(s) shall be returned to the PTC point of contact upon the return due date or if a key(s) is no longer needed for the work or project, whichever is earlier. When returning a key(s), the

company\organization must complete and submit a Key Return Form along with the key(s) being returned. It is the responsibility of the PTC point of contact to secure the key(s) and the Key Return Form and forward them to the Facilities Access Coordinator.

Recipients are prohibited from transferring or loaning keys. The key is for the exclusive use of the recipient. Any recipient who has a key(s) lost or stolen – and any recipient loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering the key or the lock - may be charged by the PTC for all associated costs up to and including legal and contractual penalties. Duplicated keys will be confiscated upon discovery.

Contractors, consultants, and concessionaires may distribute keys to subcontractors and sub consultants engaged in the official Turnpike business for which the keys were issued. In these instances, the contractors, consultants, and concessionaires are required to monitor the assignment and return of the keys.

Recipients using a key(s) are subject to be questioned by the Compliance Department and/or the State Police. The person questioned will be required to prove authority by showing his/her driver's license and company ID, key number, and his/her PTC Identification Access Card if one was issued. The Compliance Department and the State Police can verify the names and key numbers of authorized recipients through the Facilities Security Supervisor and/or the Facilities Access Coordinator.

Additional keys will not be issued to an individual or company:
1. That already possesses a key(s) for which a signed key agreement(s) is not on file in the FEMO Department, or
2. That possesses a key(s) not required by his/her or its present work or contract, or
3. That has not paid any assessed cost(s), up to and including legal and contractual penalties, resulting from loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering a key(s) or lock(s), or
4. That possesses a key(s) for which the return due date has passed

LOST/STOLEN KEYS – PTC EMPLOYEES AND PENNSYLVANIA STATE POLICE

Keys that are lost, stolen, or damaged must be reported to the Facilities Access Coordinator within forty-eight (48) hours of discovery.

In the event a key(s) issued to a PTC employee or PA State Police employee is lost, stolen, altered, or duplicated, the employee will be required to reimburse the PTC thirty ($30.00) dollars for a unit key, sixty ($60.00) dollars for a section key, one hundred twenty five ($125.00) dollars for a district key, and two hundred fifty ($250.00) for a master key. Reimbursement is to be made by check or money order payable to the Pennsylvania Turnpike Commission and forwarded to the Facilities Access Coordinator for final disposition before a replacement key will be issued. The reimbursement shall be submitted within six (6) months of discovery of the loss or theft. The fee may automatically be deducted from the employee's or PA State Police employee's paycheck if reimbursement is not received within six (6) months. In the event a key(s) is lost or stolen under extreme circumstances in the line of duty, the FEMO Director is authorized to reduce or waive the fee(s).

Type of Key	Reimbursement
Unit	$30
Section	$60
District	$125
Master	$250

Additionally, a PTC employee who has a key(s) lost or stolen - and any employee loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering the key or the lock - may be charged by the PTC for all associated costs, as set forth in the key agreement, and may be subject to disciplinary action up to and including termination. In the event a PA State Police employee has a key(s) lost or stolen – and in the event of an employee loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering the key or lock - the PTC may refer the employee to PA State Police management for the assessment of all associated costs, as set forth in the key agreement, and recommend disciplinary action up to and including termination.

LOST/STOLEN KEYS – CONTRACTORS, SUBCONTRACTORS, CONSULTANTS, SUBCONSULTANTS, CONCESSIONAIRES, AND AUTHORIZED SERVICE PROVIDERS

Keys that are lost, stolen, or damaged must be reported to the recipient's PTC point of contact within forty-eight (48) hours of discovery.

There shall be a deposit(s) charged to the recipient for the issuance of a key(s). A deposit(s) will be forfeited if a key(s) is lost, stolen, altered, duplicated, or not received by the Facilities Access Coordinator within six (6) months of the due date indicated on the signed Key Agreement. A deposit(s) is to be made by check or money order payable to the Pennsylvania Turnpike Commission and forwarded to the Facilities Access Coordinator prior to issuance of a key(s). In the event a key(s) is lost or stolen under extreme circumstances in the execution of official PTC business for which a key(s) was issued, the FEMO Director is authorized to reduce or waive the forfeiture of a deposit(s).

Type of Key	Deposit: contracts issued by the Engineering Department except for those issued by Facilities & Energy Management Operations (FEMO)	Deposit: contracts issued by all other Departments including Facilities & Energy Management Operations (FEMO)
Unit	$1000	$250
Section	$1000	$250
District	$1000	$500
Master	$1000	$1000

Additionally, a recipient who has a key(s) lost or stolen - and any recipient loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering the key or the lock - may be charged by the PTC for all associated costs as set forth in the key agreement.

Contractors, consultants, and concessionaires may distribute a key(s) to subcontractors and sub consultants engaged in the official Turnpike business for which a key(s) was issued. In these instances, the contractors, consultants, and concessionaires are required to monitor the assignment and return of the key(s).

LOST/STOLEN KEYS - EMERGENCY RESPONSE COMPANIES AND GOVERNMENT AGENCIES AND ENTITIES OTHER THAN PA STATE POLICE

Keys that are lost, stolen, or damaged must be reported to the recipient's PTC point of contact within forty-eight (48) hours of discovery.

There shall be a deposit(s) charged to the recipient for the issuance of a key(s). A deposit(s) will be forfeited if a key(s) is lost, stolen, altered, duplicated, or not received by the Facilities Access Coordinator within six (6) months of the due date indicated on the signed Key Agreement. A deposit(s) is to be made by check or money order payable to the Pennsylvania Turnpike Commission and forwarded to the Facilities Access Coordinator prior to issuance of a key(s). In the event a key(s) is lost or stolen under extreme circumstances in the execution of official PTC business for which a key(s) was issued, the FEMO Director is authorized to reduce or waive the forfeiture of a deposit(s).

Type of Key	Deposit
Unit	$125
Section	$125
District	$250
Master	$500

Additionally, a recipient who has a key(s) lost or stolen - and any recipient loaning, transferring, giving possession of, misusing, duplicating, modifying, or altering the key or the lock - may be charged by the PTC for all associated costs as set forth in the key agreement.

This Policy Letter supersedes all previous Policy Letters on this subject.