

# KEYS

## RESOLUTION

### CASS COUNTY BOARD OF COMMISSIONERS

**WHEREAS** , The Cass County Board of Commissioners has the ultimate responsibility for the security of the Courthouse and other County buildings; and

**WHEREAS** , employees of Cass County must secure keys from the maintenance department to perform county related duties; and

**WHEREAS** , each employee who obtains a key must sign for it and be responsible for that particular key; and

**NOW THEREFORE BE IT RESOLVED** when an employee leaves employment with the County, they must return said key to the County Clerk BEFORE THEY RECEIVE FINAL PAYROLL CHECK.

**BE IT FURTHER RESOLVED** that the Cass County Board of Commissioners adopt this Resolution.

**ADOPTED: 06/19/1986**

## COURTHOUSE KEY REQUEST

I would like you to issue a new exterior key to the following persons:

Name

Position

Reason

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Elected Official/Department Head Signature

Date

**ATTACHMENT B**

**COURTHOUSE KEY AGREEMENT**

On, \_\_\_\_\_, I received an exterior door lock key for County business use only. I understand that I am responsible for the key and returning it immediately upon the request of the County of Cass. If I fail to do this, I understand that I may be charged with the cost of re-keying the building.

\_\_\_\_\_

\_\_\_\_\_

Name

Position

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

Maintenance Department Superintendent