

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

**Department:** Substance Use Disorder-Four Winds Lodge      **Policy Number:** HHS-SUD-FW 4716

**Policy Title:** Facility Keys

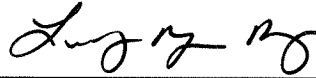
**Attachments:**

**Revision History:** 6/2017, 1/2018

**Revised by/Date:** Lindsay Misquadace-Berg 7/2021

**Approved by:**

Lindsay Misquadace-Berg, Four Winds Treatment Director



**Date:**

8/2/2021

**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

8-8-2021

**POLICY STATEMENT:** It is the policy of Mille Lacs Band Four Winds Lodge to give employees access to areas in which they have assigned tasks and responsibility. A person in charge, along with general maintenance workers, have keys to all the locks in the facility.

**PURPOSE:** The purpose of this policy is to create a secure environment and comply with Minnesota Supervised Living Facilities (SLF) standards on Keys.

**PROCEDURE:** All keys are issued by the Building Maintenance Department, and when no longer needed, returned to the Building Maintenance Department.

Issuing Keys

- Individuals are responsible for keys signed out to them. Individuals accept full responsibility for the keys
- All new employees will be informed of their responsibilities as to the keys they are provided, and receive their assigned keys during orientation period.
- Keys are to be kept by the person to whom they were issued and not loaned to anyone.

Lost Keys

- The loss of keys must be reported to the supervisor as soon as they are known to be missing. An Incident Report will be completed.

<b>Internal and/or External References</b>	MN Rule 4665.5100 Keys HHS-ADM-QC 3203 HHS Incident Reporting
<b>Compliance - Posting Date</b>	8/8/2021
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	8/2024