

SECURITY NEWS

SECURITY NEWS & INFORMATION FOR PROFESSIONAL MANAGERS • VOLUME 5 ISSUE 1

OUR COMMITMENT

As a Security Professional, it is our job to assist you in performing your security related duties. We desire to be a genuine asset to your firm and to become an important member of your management team.

Our goal is to assist you in solving and preventing security problems so that you can be more productive.

Ultimately we would like to help you increase security, decrease risk and help you control or reduce your ongoing security related operating expenses. We recognize that physical security is only a small part of your overall responsibility. But for us, your security is our primary concern.

SECURITY MANAGEMENT

The First Step to Security is To Get Control of the Keys You Have Already Issued

Whether you're in an office, an industrial property or a retail store, the first step to security is to keep control of the duplication and distribution of keys. While duplication can only be completely controlled by utilizing a locking system featuring a proprietary keyway, you can control the distribution of keys by following a few simple procedures.

Record Each Individual Key

Each key, whether it is to a front door, a storage closet, a desk or file cabinet, should be recorded on the top of an index card. Each recipient of the key should be listed on the card. This record will allow you to research who has keys in case you have any mysterious losses. This will also let you know at a glance, who needs new keys if a lock is rekeyed.

Record Each Key Holder

Record each employee and the keys they have received. You should

maintain an index card for each member of your staff. These cards should list the employees name and the keys they have been issued. This information is critical when a staff member is leaving employment.

Usually the person will turn in their front door keys, but often you might not know that they gave their storeroom key to a coworker.

Keep a Copy of Each Key in a Key Cabinet

Your last detail should be to maintain two copies of each key. One should be used for "loaning" when it is necessary to give an employee or service worker

a temporary key. The second key should be kept to use as a master from which to make duplications. Ideally this key should not be a "copy" it should be an original code cut key, that way you will always have "1st generation" duplicates. Copies of copies of copies tend to not work or will prematurely wear out the cylinders in your locks.

If you would like to know more about the variety of key storage devices available including key cabinets and file drawer inserts, please contact our

