

Powell Township Government
101 Bensinger
P.O. Box 319
Big Bay, Michigan 49808
Phone: 906-345-9345
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Security Policy

Security

1. Keys

The following positions are authorized to receive a key to the main door: elected official, department heads, committee chairs, custodian, assessor, deputies and other as approved by the Township Board.

If a key is lost, the Supervisor shall be informed immediately. A replacement key shall be issued. If the Supervisor has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed.

Upon termination of employment, the employee shall return his or her office keys to the township supervisor.

No person shall duplicate a key without authorization from the township supervisor or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

2. Valuables

Township officials, appointees, employees, volunteers and consultants/contractors shall not keep money or other valuables in their desks or at their work stations. The township shall not be responsible for the loss of any personal property.

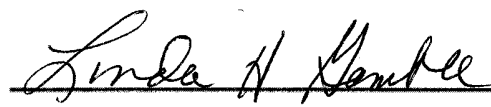
3. Safety

All township facilities will be maintained for compliance with OSHA and liability insurance standards as they apply to fire hazards, flammable materials and other safety hazards as established by board policy and procedures.

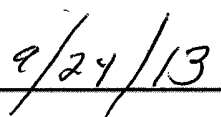
No boxes, files and other items shall be stored in hallways, stairs and landings. Flammable liquids and power equipment shall not be stored in the township hall. Other flammable materials will not be stored in the utility/furnace room.

In the event of a fire, all employees will immediately exit the building. All employees shall gather at the Township Sign for a head count.

Clerk's certification: I hereby certify that the above Security Policy was adopted by the Township Board at their Regular Meeting held on September 24, 2013.



Linda Gamble, Powell Township Clerk



Date