

TOWN OF PLYMOUTH

TOWN BOARD RESOLUTION NO. 10 of 2025

DATE: 13 January 2025

A RESOLUTION TO ADOPT A POLICY FOR THE ISSUANCE OF KEYS

WHEREAS, the Town Board of Plymouth recognizes the importance of safeguarding town facilities, assets, and sensitive areas; and

WHEREAS, the issuance and management of keys play a critical role in maintaining security and operational efficiency; and

WHEREAS, the Town Board seeks to establish a clear and consistent policy for the issuance, use, and return of keys to authorized personnel; and

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Plymouth as follows:

1. **Policy Adoption**

The Town Board hereby adopts the "Key Issuance Policy" to govern the issuance, management, and accountability of keys for Town facilities and assets.

2. **Issuing Authority**

The Town Board will be the key issuing authority.

3. **Authorized Personnel**

Keys shall be issued only to personnel who are authorized and have a legitimate need for access to specific facilities or areas, as determined by the policy.

4. **Documentation and Accountability**

All keys issued shall be logged in a central record, and recipients shall acknowledge receipt and responsibility for the keys through written agreements.

5. **Return of Keys**

All issued keys must be returned upon the conclusion of employment, assignment, or when access is no longer required. Failure to return keys may result in penalties as outlined in the policy.

6. **Severability**

If any clause, sentence, paragraph, section, or part of this resolution shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

7. **Effective Date**

This resolution shall take effect immediately upon its adoption

Moved by: *Gretchen Wrightman* Seconded by: *Rhonda Lee Toerleank*

VOTE:

- Supervisor: Patricia Murray *Patricia Murray* [Aye/Nay]
- Council Member: Ray Elsworth *Ray Elsworth* [Aye/Nay]
- Council Member: Rhonda Fairbanks *Rhonda Fairbanks* [Aye/Nay]
- Council Member: Tim Manwarren *Tim Manwarren* [Aye/Nay]
- Council Member: Brett Wightman *Brett Wightman* [Aye/Nay]

Resolution [Passed/Failed] on Date. _____

Town Clerk Virginia Brown: *Virginia E. Brown*

Seal