

**North Orange County Regional Occupational Program
SECURITY: KEY DISBURSEMENT
ROP BP 3517**

Business Operations

Policy

The security of the Program facilities and equipment is the responsibility of all staff. An integral portion of this security system is the proper control of keys used to secure Program facilities and equipment. Keys used by staff in the performance of their duties will be issued only from the Program's key control office. A key issued to a staff member is not transferable.