

## POLICY FOR MANAGEMENT OF SFWMD L-LOCK KEY

Dated 11/15/2013

- The L-Lock key, hereafter called the key, is to remain in the custody of the Tropical Trekkers Chapter Section Leader.
- Only the Section Leader, Trails Coordinator and Trail Masters for the sections of the Florida National Scenic Trail (FNST) or for trails in the Kissimmee River Region under the responsibility of the Tropical Trekkers Chapter may have access to the key.
- To gain access to the key from the Section Leader, the Trails Coordinator or Trail Masters must sign an agreement accepting full responsibility for the safe keeping of the key at the time they request such access. Full responsibility means that the requesting person is fully responsible for returning the key to the Section Leader. Failure to do so will require that they pay (\$500) to have the key replaced.
- Anyone having possession of the key cannot loan, give or transfer the key to anyone else for any reason. The person holding the key must keep the key in their possession at all times. If someone other than the person possessing the key needs access to South Florida Water Management District (SFWMD) property and the only way to gain access to the property is with the key, the person possessing the key must accompany them to the property to unlock the gate.
- Anyone possessing the key should keep the Section Leader informed of their need for the key should they keep it for longer than 3 days.
- When the need for the key has ended the person who requested the key must return it to the Section Leader. The key should not be mailed in any way to the Section Leader. Upon return of the key, they will be relieved of any and all responsibility for the key. Receipt for return of the key will be signed by the Section Leader and given to the requesting party as proof that they returned the key.
- The Section Leader will keep a record of who requested the key, why they needed it and when they returned it.
- If the Section Leader should resign his/her position they must either return the key to the SFWMD for a refund of the Chapter's deposit or request that the SFWMD transfer ownership of the key to the new Section Leader.
- The form for requesting the key is attached.

L-LOCK KEY REQUEST FORM

Person Requesting the Key: \_\_\_\_\_

Date Transfer Made: \_\_\_\_\_

Location to be Worked: \_\_\_\_\_

I, the undersigned, do agree to accept full responsibility for the L-Lock key, Key Number \_\_\_\_\_, and further agree to pay (\$500) to have the key replaced should I lose, misplace or damage the key so as to render it no longer useable. I will not allow anyone else to have, use, or hold the key for any reason while it is in my possession. I will immediately return the key in person to the Section Leader when I no longer have need for it. I will keep the Section Leader informed of my need for the key should I keep it for more than 3 days.

\_\_\_\_\_  
Print Your Name Here

\_\_\_\_\_  
Signature

Date Key was Returned to Section Leader: \_\_\_\_\_

I, the Section Leader, do hereby release the requesting person above from any responsibility for the key.

\_\_\_\_\_  
Print Your Name Here

\_\_\_\_\_  
Signature