



CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
FAMILY COURT DIVISION  
625 EAST 26<sup>TH</sup> STREET  
KANSAS CITY, MISSOURI 64108-2719

**POLICY & PROCEDURE**

Issued by: Director of Office of the Guardian ad Litem – Family Court

Topic: **Policy No. 1050-01 -- Office Key Access**

Effective Date: July 1, 2013

New: Revised: 7/07/2015 Rescinds: Reviewed: June 1, 2018

POLICY:

1. It is the policy of the Office of the Guardian ad Litem (OGAL) to control access to offices within the Office of the Guardian ad Litem due to the sensitive and confidential nature of information within the said offices.

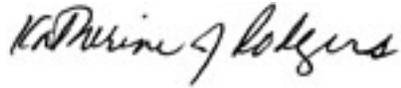
PROCEDURES:

1. The master key shall be kept in a secure location in the secretary's desk.
2. Only OGAL employees and other Court employees shall be given access to the master key.
3. Employees shall not allow non-employees access to their personal office key.
4. **Employees shall not allow others access to their proximity card.**

REVISIONS: The proponent for this policy is the Director of the Office of Guardian ad Litem. If you have recommended changes or want to report errors, send your suggestions to the Director of Guardian ad Litem, Family Justice Center, 625 East 26<sup>th</sup> Street, Kansas City, MO 64108.

REVIEW DATE: July 1, 2019

Policy No. 1050-01 – Office Key Access



June 1, 2018

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Kathy J. Rodgers  
Director of Office of the Guardian ad Litem-Family Court

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Date

APPLICABLE STANDARDS:

None

CC: Deputy Court Administrator – Family Court Division