PROCEDURE: KEY CONTROL POLICY  
FORM TITLE: KEY ISSUE APPROVAL  
OBTAIN FORMS: ADMINISTRATIVE SERVICES  
CONTACT: PLANT FACILITIES  
REVISION DATE: JANUARY 14, 2008

PURPOSE

To establish and implement an effective key control policy; to provide legitimate access to all college personnel; to establish “key” procedures for termination, resignation, etc., to establish issuing authority.

I. Individual Key Requests

Individual requests must be typed or printed on the standard Key Request Form and must have the following information:

1. Building and room number and/or off campus facility.
2. Approval from the appropriate Department Chairperson, Division Dean, VP/Administrator in Charge, and Director of Facilities.
3. The six-digit inventory control number of file cabinets, desks, storage cabinets, etc.
4. Restroom keys for all faculty and staff must be requested from the Dean’s or Vice President’s office in the appropriate department/division.

The Director of Facilities, with the recommendation of Department Chairs, Division Dean, and the VP/Administrator in Charge, will authorize individual key requests to college personnel where a need for access to the area in question can be demonstrated.

In cases of dispute between the Director of Facilities and the individual requesting the key, no key will be issued until the Vice President of Administration evaluates the grounds for refusal.

II. Automatic Key Requests

For laboratories and/or rooms with equipment that needs to be secured at all times, keys will be issued by Plant Facilities. The appropriate Dean will prepare a list for the Vice President of Academic Affairs’ approval of all faculty utilizing such specially equipped rooms for the first time each session and will forward this list to Plant Facilities. Keys may be picked up and signed for at the Plant Facilities Office between the hours of 6:00 am and 2:30 pm. Evening adjunct faculty may pick up keys from the office of Academic Affairs during the hours of 2:30 pm to 9:30 pm.

III. Keys May Not Be Left Unattended

All keys issued on a “permanent” basis should be retained in the possession of the person to whom they were issued at all times. Practices such as leaving keys on or in desks or loaning keys to student workers is not acceptable.
IV. **Lost/Stolen Keys/Access Cards**

Any person losing a key(s) must notify the Sheriff’s Office immediately to ensure against compromise of the system. Notification should be made by telephone (at ext. 4314) or in person and followed up by submitting a Lost Key Report and a Key Request Form to Plant Facilities. The Lost Key Report and the Key Request Form must be taken to the Business Office and $5.00 per key lost must be paid. The receipt, the Lost Key Report, and the signed Key Request Form may then be brought to Plant Facilities to secure a replacement key(s).

V. **Replacement Costs**

Upon receiving notice of a compromised area due to lost or stolen keys, the Director of Facilities will:

1. Replace all affected locks
2. Re-issue keys to open same
3. Compute the total cost and present a copy to the Department Chair for charging their budget.

VII. **Keys Not to be Loaned to Unauthorized Personnel**

To protect the integrity of assigned areas, no key may be loaned or signed out to anyone not previously authorized by either the Vice President of Administrative Services or the Facilities Director. Authorization will be granted to any **permanent** College employee that can demonstrate a need for access.

VIII. **Transfer**

A permanent employee may, for operational needs, request additional keys they will issue to part-time or temporary employees. However, the permanent employee who signs for them is responsible for the keys until they are returned. Keys may not be issued to students under any circumstances.

IX. **Room Change**

Standard issuance procedure must be followed for room changes.

X. **Termination**

All employees terminating or transferring must have a complete clearance sheet with appropriate approvals. Keys must be returned to Plant Facilities.

XI. **Sheriff Duties:**

The college Sheriff Department is responsible for locking/unlocking all general classrooms/restrooms.