

Procedure III.3004.D.a, Keys and Proximity Cards

Associated Policy

Policy III.3004.D, Keys and Proximity Cards

Procedures

Keys and proximity cards (keys) are College property and may only be issued by the appropriate campus office or by the Facilities Services Department. Employees with a business need to gain entry must complete a KEY ACCESS REQUEST FORM and return it to the appropriate office for approval and issue. This form is located on the Facilities Operations tab of the Facilities Services webpage on the College website.

The College regards unauthorized duplicate keys or proximity cards as an unacceptable security risk. Employees found with such duplicate(s) or found sharing them with an unauthorized party may be subject to disciplinary action.

Keys must be accounted for and/or returned to the College upon separation of employment through Campus Services or the Facilities Services Department, depending on location. An employee who retires, terminates employment, or transfers to another campus, must surrender all keys to the Campus Services Office or the Facilities Services Department. In the event of an employee transfer, keys will be issued at the new location. Human Resources Workflow processes are utilized for these purposes.

Keys for part-time employees and adjunct instructors are issued to the appropriate supervisors and/or Department Chairs. Proximity cards for part-time employees and/or adjunct instructors are issued to the employee.

Keys for desks, file cabinets, and cabinets or furniture are the responsibility of the individuals using these storage receptacles and should be obtained from the employee's leader.

Contractors needing keys should submit a KEY ACCESS REQUEST FORM directly to the Facilities Services Department, which will process the request and issue keys as needed. This form is located on the Facilities Operations tab of the Facilities Services webpage on the College website.

Proximity cards are required for electronic access afterhours or in areas normally secured during the workday. On each campus, exterior access scheduling is provided to Facilities Services and ITS by the respective Campus Services office. For the District Administrative Buildings, exterior access scheduling is confirmed by the Coordinator, Executive Operations, the Manager, Executive Operations, or their respective staff members with approval. Facilities Services will only accept changes to the exterior access schedule from the afore mentioned individuals or the College Police Department.

All College keys and proximity cards are serialized and are the sole property of the College. Individuals who are provided access shall surrender all keys and proximity cards upon request for inventory or serialization checks by authorized personnel.

Employees shall report lost keys or cards immediately to their leader. Notification of any changes or updates in key status is the responsibility of the person who has been issued access or the leader if the person is no longer an employee. In the event keys are lost or unaccounted for, the College reserves the right to charge a reasonable fee not to exceed \$10 per key or proximity card to recover the labor, materials, and administrative costs of making duplicates.

A breach in security that results in the re-keying or re-coring of an affected area will be evaluated and the resulting costs may be the responsibility of the individual or department where the breach occurred.

Definitions

Key: Hard cut access tool to provide access to secured spaces

Proximity Card: Electronic access tool such as employee ID card or other electronic devices

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services
