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|  | <b>SOUTH CAMPUS – KEY POLICY</b> |            |
|   | <b>EFFECTIVE</b>                 |            |
|   | DEC 2002                         | KEY POLICY |

**Requesting Keys:**

- Key requests for master keys will be submitted by the Dean, Associate Dean, or Director via e-mail to the Campus President for approval. The Campus President will forward approved master key requests to the Campus Plant Supervisor.
- Key requests will be submitted to the Campus Plant Supervisor for individual doors via e-mail by the Dean, Associate Dean, or Director.
- Key requests for desks, file cabinets, or lockers will be submitted to the Campus Plant Supervisor via e-mail by the custodian of the file cabinets etc.

**Issuing Keys:**

The employee receiving keys must sign the Key Custody Card when they pick up the keys. Keys can be picked up in the Maintenance Office H-107 from 7:00 a.m. to 4:30 p.m. Monday through Friday. If an employee cannot come to South Campus during these hours he/or she can call the Maintenance Office (ext. 2400) and make arrangements to pick up keys from the Security Office

The following people can issue keys:

|                           |          |
|---------------------------|----------|
| Locksmith                 | 646-2255 |
| Maintenance Admins. Asst. | 646-2400 |
| Campus Plant Supervisor   | 646-2401 |
| Campus Site Manager       | 646-2417 |


**Auditing:**

The Director of Administrative Services or designated representative will conduct an annual audit of the Key Program.

This audit will include, at a minimum;

- A sight inventory of the following:

|                         |                       |
|-------------------------|-----------------------|
| Great Grand Master Keys | Grand Master Keys     |
| Master Keys             | Sub Master            |
| Security Key Rings      | Maintenance Key Rings |

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- A sight inventory of 10 randomly selected key custody cards.
- An audit of both the Best and Inteli-Key key control programs.

**Returning Keys:**

When keys are no longer needed they must be returned to the campus locksmith. The locksmith will indicate that the key has been returned by signing the back of the appropriate Key Custody Card.

**Employees who Leave College Employment:**

When an employee leaves the college’s employment all keys must be returned. The employee’s supervisor is responsible for ensuring that the employee returns all keys prior to signing The Clearance Form. Upon request, the campus locksmith or Campus Plant Supervisor will provide a list of keys that are assigned to the employee to assist with this process.

**Lost or Stolen Keys:**

Lost or stolen keys must be reported to South Campus Security immediately. The Campus President must approve requests for replacement of any lost or stolen keys. New keys will not be issued without a copy of the security incident report.

**Reports:**

Twice each year: once in November, and once in March, the campus locksmith will produce a report for each Dean, Associate Dean, and Director. This report will indicate all employees in each unit who have keys assigned to them, the specific keys they have been issued, and what areas the keys are for. The Dean, Associate Dean or Director, will review these lists for accuracy and determine if it is appropriate for their employees to retain keys that have been issued to them. This list, with corrections, will be signed and returned to the Campus Plant Supervisor.

The Campus Plant Supervisor or locksmith can produce reports on demand that list employees who have access to specific rooms in order to assist supervisors in obtaining keys when an employee leaves the college.