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**Procedure Title:** Electronic Cards, Key Control, and Camera Access  
**Procedure Number:** 01-2003-0003  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** President  
**Position responsible for updating:** Director Human Resources  
**Original Date:** January 2000  
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**Authorizing Signature:** *Signed original on file*  
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**Purpose/Principle/Definitions:**

The purpose of the Electronic Cards, Key Control, and Camera Access Procedure is to establish reasonable personal security for members of the College community and to ensure the protection of personal and College property through the control of keys/cards to facility rooms and other secured areas and camera access. The responsibility for implementing this Electronic Cards, Key Control, and Camera Access Procedure rests with Buildings and Grounds, Information Technology (IT), and Human Resources (HR).

**Guidelines:**

**Responsibility for Key/Card Control**

Buildings and Grounds is responsible for the control of all keys and electronic key cards and the control and maintenance of lock cylinders. Human Resources is responsible for the issuance of all keys and the programming of all electronic key cards. The basic issue/control document for keys and electronic key cards will be the maintenance work request.

**Responsibility for Camera Access**

IT is responsible for the issuance and control of all software needed for camera access. The basic issue/control document for loading software will be the IT work request.

**Personnel authorized to issue keys/cards/camera access**

The appropriate college department will request issuance of an electronic card, key, or camera access to HR. HR will verify employment and initiate the work order. Once the work order is received by Building and Grounds, the appropriate keys will be delivered to HR for issuance. Electronic key cards will be issued by the Service Center and programmed by HR once the card ID number has been received. The work order for camera access will be received by IT. IT will install software and grant access to the individual making the request.

**Rules regarding issuance of electronic cards/keys/camera access**

Faculty and staff will be issued electronic cards, keys, and camera access consistent with their job responsibilities and actual need, based on verification by HR. Electronic cards, keys, and camera access will be issued to College employees only, with occasional exceptions as

necessary, such as security service provider, outside contractors, or local police department. At issuance, the employee will sign the Key Assignment Record form.

### **Duplication of keys**

Control of key duplication will be the responsibility of Buildings and Grounds. **Unauthorized duplication of College keys adversely affects the security of persons and property. Violations of this rule are considered serious and could lead to disciplinary action up to and including termination.**

### **Damaged/lost/stolen electronic cards and keys**

Damaged, lost or stolen electronic cards and keys must be reported to Human Resources immediately. In addition, an incident report shall be completed using Maxient. A copy of the report will be forwarded to Buildings and Grounds, at which time a new key may be issued. Based on circumstances involved, a fee of up to \$25 may be charged to the employee for key duplication and a \$10 fee may be charged to the employee for the replacement of an electronic card.

### **Termination/retirement/separation from College**

The College requires all electronic cards and keys to be returned to Human Resources upon separation, termination, or retirement from the College. All electronic cards and keys issued are the property of the College. The employee separation will not be complete until the electronic cards and key(s) issued have been returned and Human Resources generate written verification. Human Resources will then return the keys to Buildings and Grounds to be re-issued.

### **Repair or change of locks/keys/door hardware**

All repairs or additions to any College locking device, key or door hardware will be controlled by Buildings and Grounds, and will be documented with a work order. Any change to an access combination rendering the old key useless must be noted and Buildings and Grounds records changed to reflect the new key code.

No campus area may be secured except by a locking device authorized by Buildings and Grounds and with an operating code compatible with the campus authorized key control system.

Any person causing an unauthorized repair to a College lock or key is in violation of campus rules and will be subject to disciplinary action to include termination.

### **Padlock, peripheral and personal locks**

All padlocks affecting College property must be compatible with the campus authorized key control system.

Keys to the file cabinets, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted due to special need. The College retains the right to examine the contents upon request.

### **Maintenance and engineering room keys**

All maintenance and engineering room keys will be issued only to authorized personnel. Maintenance rooms will be operated on a common key core.

### **Janitorial closets**

Janitorial closets for academic areas will be on individual keys and will not be equipped with multi-key locks. Access will be limited to custodial and maintenance staff only. Persons without proper knowledge and training of chemicals will not have access to these areas.

### **Key issuance to outside contractors**

Repairs of campus facilities that require issuance of a key to a contractor for any campus area must have prior approval by the Buildings and Grounds Supervisor. The contractor will be

required to sign a statement agreeing to reimburse the College for any costs incurred as a result of key loss.

**PROCEDURE:**

**Electronic cards, key, and camera access request process**

- a. HR will verify employment, submit a work order request for a key to Facilities and Grounds, and assist the employee with procuring their electronic card through the Service Center. Generally electronic cards and keys are issued right away, unless authority is required for additional access.
- b. Camera access software will be loaded onto the individual's computer and a sign in name and password will be issued from IT.
- c. The individual will need to pick up keys at Human Resources and sign a Key Assignment Request Record for the key(s) assigned.

**Key identification system**

Each key will be stamped with a serial number, identifying the individual responsible for that key. Human Resources will maintain records of all keys issued.

**Replacement keys**

Prompt notification of a damaged, lost or stolen key must be made to Human Resources along with submission of an Incident Report through Maxient. A replacement key will be issued once a work order is submitted by HR.

**Fees for replacement keys/card**

A lost key fee of \$25.00 will be charged to the employee for a replacement key to cover costs of the labor, the key, and hardware replacement. Any subsequent loss of a key will result in notification to the immediate supervisor of the employee and a replacement fee of \$50.00 will be assessed. Further incidents of key loss may result in disciplinary action to include termination.

A lost electronic card replacement fee of \$10.00 will be charged to the employee for a replacement access card.

Upon termination, separation or retirement, individual must return any keys or pay a replacement fee of \$100.00 per key.

**Issuance of master keys**

College master keys will only be issued after the approval of the President.

**FORMS:      Key Assignment Record\_**