KEY ACCOUNTABILITY

POLICY

Keys to the various college offices, storage areas, mechanical rooms, etc., shall be issued only to those employees who by virtue of their position are determined to be rightly entitled to enter a particular area. Such keys shall be used only by those persons to whom they were given and under no circumstances shall such keys be duplicated, nor shall they be loaned to any other person.

Should a key become lost, misplaced, or otherwise separated from the employee to which it was issued, the employee shall report such loss to the campus security and safety office immediately and shall explain in detail how and where such a loss occurred. If a replacement key is issued, the campus security and safety manager shall do so as soon as practical, unless the loss of the key necessitates the changing of the door lock.

When applicable keys to the entrance of college buildings shall be issued only to those members of the Executive Team and to other persons as approved by the first line administrator and the executive vice president. These keys shall be used exclusively by those persons to whom they were issued and under no circumstances shall such keys be duplicated, nor shall they be loaned to any other person regardless of the situation or the nature of the intended use by the potential borrower.

Security officers and building maintenance personnel may open doors to certain areas upon approval of the occupant/user or the appropriate first line administrator. Requests such as this are discouraged by the college and such incidents shall be held to a minimum.

Keys to college property, such as desks, file/storage cabinets, machinery, equipment, vehicles, and any other keys of a similar nature but which are not otherwise described in this policy shall be surrendered by the employee to his/her department head prior to the time of separation. The department head shall notify the campus security and safety office prior to the employee receiving his/her final paycheck.

Procedure

At the time of their employment, authorized employees shall be issued a key to their office, all applicable desks, file cabinets and to the building if applicable. The campus security and safety manager will issue all keys. The employee will acknowledge receipt by signing the college key register, maintained in the campus security and safety office.

Upon termination of employment with the college, employees shall surrender all keys to their respective department head or the campus security and safety manager. Failure by an employee to comply with this requirement can result in the college initiating appropriate disciplinary action.