

**Scottsdale Community College  
Maricopa County Community College District**

**BUILDING ACCESS SECURITY POLICY**

**PURPOSE:** To describe the Scottsdale Community College key control system instituted to assure authorized access to Campus buildings and facilities.

**APPLICABILITY:**

These policies and procedures apply to all Deans, Directors, Chairs, administrative and support units, and to all personnel who are authorized to have keys to property or facilities that belong to the College.

This policy applies to the issuance of keys, lock combinations, area or building access codes, and electronic access cards. Within the context of this policy, references to the term “key” apply not only to the familiar metal flange inserted into a lock but also to the distribution of access codes, door and safe combinations, electronic access cards, or other devices used to control access to property or facilities.

Office furniture and equipment, vehicles and carts, individual equipment security locks or devices, electronic databases, and servers and computers are excluded from this policy. While these items, like rooms and buildings, must be safeguarded, they belong in a separate classification for purposes of security control policy and practices.

**POLICIES:** The need for access to facilities in order to assure timely and efficient operation of the College must be balanced with an equally urgent concern for the safety of community members and the security of buildings and property. In the event of a conflict between safeguarding property and protecting personnel, the safety of community members shall take precedent over all other security considerations.

The policies and procedures outlined in this policy are predicated not only on the need to prevent loss, damage or unauthorized use of State property but also upon the greater purpose of protecting those who use College facilities and expect a measure of personal security while on campus. For this reason, it is the position of this College that access control reaches beyond the involvement of one or two individuals or the College Safety Department and is, in effect, a shared responsibility of everyone. As such, measures to control access will be most effective with the understanding and cooperation of the entire community.

The policy of this College is to issue keys only to eligible individuals approved by a responsible authority on the basis of need as opposed to convenience. A “responsible authority” is an individual appointed by a unit manager who is accountable for property that may be at risk to possible loss or damage and who can verify that the individual to whom the key is to be issued is considered reliable and trustworthy and has a legitimate need for access to the facility.

The College Safety Department is to be furnished \_\_\_\_ sets of master keys that will permit access to every lock on campus. The Director of College Safety will assure that all Department employees entrusted with the use of locksets will successfully complete a background investigation as a condition of employment and will be trained and supervised as necessary to enable the individual to fulfill the responsibilities of the position held. When equipped with a complete lock set, police officers in particular will have the means to access college facilities in order to respond to various alarms and to assure the welfare of those who may become ill or who may need medical attention while working alone or unaccompanied inside a locked area.

Building locks and security devices are to be procured and installed only by the Department of Facilities Management. After-market or privately contracted security systems, to include safes, electronic access or card-reader devices, shall not be installed or used on campus except with the approval of a senior administration.

The issuance of keys combined off the College master key system is to be highly limited and must be approved by two levels of authority immediately above that of the intended key holder. When considering approval for the issuance of keys off the master system, both levels of authority must take into consideration the fact that only the key holder can gain access and in the event of an emergency – fire, smoke, hazard warning, panic alarm, or medical distress – the area will be accessible only by forced entry. This not only could delay response but also will likely result in damage to, or destruction of, the lock or door, or a ceiling, window or wall. The cost of necessary repairs or replacements shall be the responsibility of the unit requesting an off-the-master key.

The issue of master keys – grand master, master, sub-master, or other similar zone keys – is to be highly controlled as a matter of minimizing risk in the event one of these type keys is lost. Whenever possible, individual door keys should be issued instead.

Key holders who have lost keys, or in some cases the unit that initially authorized the issue of keys, may be liable for the cost of rekeying the door, replacing the lock, or resetting the access code as appropriate. A decision regarding pecuniary liability will depend upon the circumstances of the loss and the degree of risk to the College in terms of decreased safety of community members and potential vulnerability to future property loss. In cases of a lost master key, liability also may apply with regard to all locks combined to the lost key. This policy applies immediately to authorizing units and to all individuals who have previously been issued a master key of any type.

All requests for issuance of keys must be approved first by the responsible authority on the basis of need. Keys shall be issued only for the personal and exclusive use of those approved by the responsible authority and shall not be loaned to others. Except for those who are assigned custody of departmental keys, individuals are limited to a single key for each room, area or building. Multiple keys issued to one key holder for the same lock requires the approval of the College Safety Department.

All lost keys or compromise to security codes and combinations are to be reported as soon as possible to the College Safety Department so that an investigation can be initiated in a timely manner.

In order to meet the exigent needs of the College community when circumstances exist that preclude approval of a key request by a responsible authority, the CSD has the authority to approve issue of the key for a limited period only. Those who have been issued keys on approval from the CSD only shall comply with the Department's special instructions or restrictions, if any, regarding use or return of the key.

Generally, keys shall be issued to approved individuals for as long as the key is needed, for the duration of the person's employment or student status, or for a period stipulated by the responsible authority at the time the approval is initially granted. Those who have been issued a key are responsible for its safekeeping and shall return the item upon request or at the end of affiliated status, whichever occurs first.

The College Safety Department has implemented special support services for the community by providing on-call lock and unlock services on a limited basis to meet urgent and unexpected needs. Resort to use of this service should occur with the understanding that CSD staff availability may be limited at the time by other priority calls for service and that the timeliness of responses, especially in cases of requests for simultaneous unlocks, may not coincide with special needs of units.

Under no circumstances are facilities to be unlocked and left unattended either by key holders, users or the College Safety Department. Users of facilities especially are included as a critical component in the chain of responsibility for access control and can significantly reduce risks associated with facilities left open and unattended. Generally, the last responsible individual present at the end of activities conducted in the facility shall assure that the area is secure before leaving the premises.

Administrators and managers should consider installation of card reader access systems or Medeco locks, if more appropriate under the circumstances, for rooms or areas that require a degree of security higher than that afforded by off-the-shelf stock locks.

All keys shall be issued to individuals. Normally, College units shall not maintain a separate inventory of spare keys for issuance and re-issuance. One exception, for example, applies to those units with a campus wide support mission, such as Facilities Management with its responsibilities to maintain the infrastructure whether or not the campus is populated or the building is unlocked at the time. The key holder or the appropriate responsible authority, and in some cases other individuals involved in opening the facility, are responsible to assure that the area is secured when vacating the area that is unattended.

Keys shall not be issued to non-affiliated individuals except in cases of service units under contract with the College or when approved by a senior administrator.

All keys, except those for personal locks installed as a rarely-approved exception, remain the property of the Scottsdale Community College. In the event the CSD approves use of a private lock or other security device, the owner shall temporarily loan to the CSD \_\_\_\_\_ keys or when other type devices are used shall provide necessary information to access the area. The Safety Department is to have unfettered access to all facilities as an operational necessity, and damages that may occur for whatever reason to privately-owned security devices or to College facilities privately secured is to be borne by the individual not the College or its staff.

Obsolete or unneeded keys, or those that have no apparent application locally, are to be returned to the College Safety Department to clear the account of the individual to whom they were issued, or to cancel the potential liability of the authorizing unit.

All individuals who have been issued keys to College facilities shall return keys to the Department of College Safety when requested either by a supervisor or College Safety, when no longer needed, or when terminating affiliation with the College for a period longer than three months.

All departments and activities shall complete the College Clearance Checklist for each exiting employee.

#### PROCEDURES:

These procedures form a community-wide integrated security system to assure smooth and efficient campus operations. In addition to meeting the needs of the College community for facility access, these policies are designed to reduce risk of property loss and to offer a high level of security for personnel whose primary attention normally is directed to academic pursuits or to the support of the College's teaching mission. Accordingly, the following responsibilities and functions are assigned as indicated:

##### A. Key Holder.

The key holder is an individual who has been authorized to request keys, subject to the approval of a responsible authority, and to whom the key is issued.

Before keys have been issued, prospective key holders shall:

1. Initiate an electronic Request for Issuance of Keys found on the College Web Site at [www.sc.maricopa.edu/](http://www.sc.maricopa.edu/) \_\_\_\_\_
2. Assure that all information requested on the form is completed.
3. Submit the form for approval to the Responsible Authority as identified by the supervisory chain.
4. Become familiar with provisions of the College Building Access Security Policy and of individual liability and responsibilities as a Key Holder.
5. Provide photo identification to Safety Department staff at the time keys are issued.

After keys have been issued, key holders shall:

1. Be fully responsible for all keys issued.
2. Lock doors after using the facility unless instructed otherwise.

3. Refrain from loaning keys. Safeguarding the key itself is an essential personal responsibility and can be as important as locking the facility.
4. Be prepared to turn-in the key to the Department of College Safety upon request; at the end of the period of authorized use, if stipulated at the time of issuance; or at the end of affiliated status, whichever occurs first.
5. Refrain from “hiding” keys within an office or work area or “secreting” combinations or codes within electronic files. All codes are to be committed to memory to prevent disclosure.
6. Report immediately to the College Safety Department the loss of a key and provide full details as appropriate to assist the Department in its efforts to recover the item.

Prior to terminating one’s affiliation with the College, key holders shall:

1. Inform the College Payroll Representative of the intent to leave the College and obtain a copy of the College Clearance Checklist.
2. Be responsible for returning all keys, access cards and College-owned locking devices to the Department of College Safety with the exception of manufacturer’s keys to office cabinets and storage units and other specialty areas under sole control of the responsible department such as safes and lock boxes for petty cash. These items, and cart or other vehicle keys, are to be returned to one’s supervisor.
3. Remove all private security devices and inform a supervisor of any need to install replacements.
4. Destroy all personal written references to, and records of, combinations and security codes that have been in use.
5. Assure completion of the attached College Clearance Checklist, with special attention to security-related items.
6. Return the completed Clearance Checklist to the Payroll Representative.

B. College Payroll Representative, when notified by the employee of the intent to terminate affiliation with the College, shall:

1. Furnish the employee with a copy of the College Clearance Checklist along with appropriate instructions to facilitate the individual’s completion of all requirements.
2. Initiate an E-mail message to inform the following units of the employee’s action to terminate College affiliation: Office of the Dean of Instruction; Dean of Student Services; Department of

College Safety; Library; Department of Athletics; and the department in which the individual is employed.

3. Assure that the exiting employee returns the completed Checklist indicating completion of all obligations before initiating final payroll action.
4. Forward to the appropriate departments a copy of the individual's exit interview. If the exiting employee declined an interview, the departments are to be notified accordingly.

#### C. Responsible Authority.

A responsible authority is an individual accountable for the security of College property who has been designated to approve the manufacture and issuance of keys to an affiliated member of the campus community. Examples of individuals who may designate a responsible authority are an Administrator, Dean, Director, Chair, Program Manager, Professor, service professional or faculty or staff member with supervisory, management or oversight responsibilities.

The responsible authority is required to:

1. Be aware of the identity, type and number of keys already issued to individuals within the operating unit.
2. Review all electronic requests for issuance of keys to evaluate urgency and validity of need, and to determine whether identical keys have already been issued to the requestor or to others.
3. Forward approved requests by e-mail to the Department of College Safety for further processing.
4. Assure that key holders are aware of the provisions of the College Building Access Security Policy.
5. Remind key holders of the importance of safeguarding keys that have been issued.
6. Verify periodically that keys previously issued are still in the possession of those to whom they were issued.
7. Report lost or stolen keys to the CSD immediately.
8. Oversee the individual's completion of the College Clearance Checklist prior to departure from campus.
9. Assure that key holders return keys to the College Safety Department when requested, when no longer needed or when the individual clears all campus accounts at the end of affiliated status, whichever occurs first.
10. Take steps to change combinations or access codes within two working day following departure of a key or access card holder.

C. Department of College Safety.

The Scottsdale Community College Safety Department (CSD) fulfills a primary responsibility for periodic random security patrols of all College buildings and grounds. The CSD, in cooperation with the Facilities Management Department, is responsible for College key issuance and is authorized to implement the provisions of this policy through the Dean of Students. Costs for the manufacture of keys, installation and maintenance of locks, and repairs to damaged security systems will be funded by sources other than the CSD. Installation of new equipment or improvements to existing devices shall be funded through the budget process.

The College Safety Department (CSD) shall:

1. Approve or disapprove all requests for keys.
2. Return to the responsible authority key requests that require additional information before further processing.
3. Forward approved requests to the College Facilities Management Key Shop.
4. Confer with the Key Shop on questions of lock maintenance, key combining or other matters that pertain to the integrity and effectiveness of College access systems.
5. Issue keys to authorized key holders and receive keys turned in by individuals at the time of clearing the key account. Returned keys shall be sent to the Key Shop for further disposition.
6. Verify identity of individuals by photo identification before issuing a key.
7. Complete the applicable portion of the College Clearance Checklist for each exiting employee.
8. Maintain records of key requests, issuances and turn-ins to include copies of Clearance Checklists in accordance with an approved retention schedule.
9. Monitor the effectiveness of the Building Access Security Policy and recommend changes to meet changing needs.
10. Conduct a review of all key losses or theft and recommend appropriate action to restore security and fund costs incurred.
11. Conduct periodic scheduled audits of college departments to determine status of authorized keys and to discover lapses in key control discipline before a breach in security occurs.
12. Approve all new access control devices and modifications to existing systems.

13. Notify appropriate unit managers of the use of unapproved locks or security devices.
  14. Maintain a written record of all lock and unlock services to include name of requestor and time of request, and date and time service performed. The CSD also shall include a notation that the requestor was informed of the requirement to secure the facility after its use.
  15. Notify the Facilities Management Department of the need for repairs or modifications to campus facilities that pertain to safety or security for community members.
  16. Recommend to College operating units changes in procedures, particularly key control, or modifications to the physical facility that will improve security.
  17. Inform the appropriate building or unit manager in the event of evident forced entry into a facility or, otherwise, if appearances indicate a possible theft has occurred.
  18. Notify the Facilities Management Key Shop of the need for immediate installation of a substitute or replacement lock, or access control device as a temporary security measure.
  19. Review construction plans for adequate security specifications.
  20. Conduct crime prevention surveys as a courtesy to assist unit managers and staff in maintaining a safe environment.
  21. Respond to reports of facilities that are unlocked and unattended by coordinating with classroom scheduling to determine user of record and notifying the unit of actions taken.
- D. The Department of Facilities Management is responsible for the installation, maintenance, repair and service of College buildings and grounds.

The Facilities Management Department (FMD) fulfills a role in facility access and security and is responsible to:

1. Manufacture all keys in response to requests approved by the College Safety Department.
2. Create and maintain a keying system that achieves a balance between security and the need for reasonable access to campus facilities.
3. Maintain current and accurate key control records that are retained in accordance with an approved retention schedule.
4. Re-route to the College Safety Department all key requests that may have bypassed its review and approval.
5. Forward manufactured keys to the Safety Department for issue to key holders.

6. Combine all cylinders.
7. Report to the Safety Department the discovery of unauthorized locks or security devices that are in use on campus.
8. Assure that College contractors that maintain a fenced or enclosed lay-down or materials storage area furnish at least one set of keys for police use after hours in the event of an emergency.
9. Manufacture all contractor keys and upon completion of the contract account for all keys that have been issued. To avoid breaking the established chain of key control, requests for issuance of keys to contractor shall be routed to the CSD for review and approval. Before the contractor is released from contractual responsibility or paid final settlement for work performed, all keys must be returned to the CSD.
10. Assure that installation of construction locks and manufacture of keys for contractor use are charged to the project.
11. Include in each Request for Bid all specifications that pertain to College access security policies and requirements.
12. Maintain a secure file for original keys, or the combination code for keys, furnished with all new buildings, additions or renovations.
13. Prepare periodic reports and review security issues with the Director of College Safety.
14. Confer with the CSD regarding lost or stolen keys and decisions related to the need for re-keying or replacing locks or other devices.
15. Inform CSD of all lock changes and building access modifications so that Safety Department personnel are aware of changes affecting security.
16. Maintain a system of numbering locks so that the corresponding correct key, among several incorporated into a police lockset, can be identified promptly.

#### STANDARD PRACTICES:

##### **Approving Authority for Keys and Security Devices.**

The following unit administrators are authorized to approve requests for issuance of keys, to designate individuals as a responsible authority, or to control the issuance of keys within their areas:

1. The President.
2. Deans.
3. Directors.
4. Chairs.

5. Department managers.
6. Program manager or director.
7. Others designated by one of the above individuals. This generally pertains to a person identified as a Responsible Authority.

No key is to be issued without the approval of one of the administrators listed above or by an individual designated as a responsible authority.

#### **Unauthorized Use or Reproduction of Keys.**

1. No person shall knowingly possess or use an unauthorized key to access Scottsdale Community College facilities. All property belonging to the College, to include issued keys, is owned by the State of Arizona.
2. No person shall duplicate a key to property owned by the College.
3. Violation of these policies shall constitute a Class 3 misdemeanor as outlined in Arizona Revised Statutes § 13-3715, Unauthorized manufacture, duplication, use or possession of key to a public building.”

#### **Requests for Rekeying.**

1. Requests for rekeying, replacement or installation of new locks, or installation of card readers or touch pad locks normally are not considered routine maintenance. As such, unless directed by the Department of College Safety or other authority, departments may be billed for the work performed.
2. Under special circumstances, departments may request rekeying of locks or the installation of new locks or other security devices on the basis of operational necessity, a change in functional responsibilities, breach in security, lost or damaged keys, change of responsible personnel or other special conditions. Requests for release from responsibility to fund these types of services will be reviewed jointly by the Administration and the CSD to determine the appropriate action to be taken.
3. Departments requesting replacement of an existing security system with a substitute, such as installing a card reader or touch pad lock to replace a standard key lock, generally will be required to fund the cost of the change.

### **Keys Removed from the College Master Key System.**

A decision to request removal of an area from the master key system must be considered in light of opposing factors. The added security sought by severely limiting the number of keys can be quickly offset by increased, frustrating or time-consuming difficulties in obtaining access. Experience has shown that challenges to gaining access of areas off the master key system often occur under commonplace circumstances, such as lost or forgotten keys or temporary absence of the key holder, or under the more urgent situation of a medical emergency inside the facility. In addition, the FMD will be unable to perform repairs, maintenance or routine cleaning or other services without involving the key holder.

When considered absolutely necessary to remove an area from the master system, the requestor must obtain the approval of the responsible authority and the unit manager. The College Safety Department (CSD) will evaluate the request and may request additional information to clarify issues.

The Department of Facilities Management Key Shop will combine the cylinders and manufacture the key requested for issue to each approved key holder only. No extra keys are to be manufactured and neither the College Facilities Management nor the Safety Department shall be included on the distribution list of keys.

The department requesting keys off the master system shall furnish the names and telephone numbers of at least two individuals who are available after hours, weekends and holidays should an emergency necessitate entry into the area. If the CSD is unable to reach these personnel in a timely manner and the safety of the building or its occupants dictate the need for forced entry, the department that requested removal of the area from the master key system shall be liable for all costs.

### **Special Locks.**

Special locks, whether used on doors, cabinets, storage areas or access panels, usually differ structurally and operationally from key locks and generally include touch pad locks, combination locks, timed locks, card readers or other keyless devices. Special locks also include non-standard keyed or keyless locks that are not generally stocked and installed by the College Facilities Management Department. In an effort to operate a standard system on campus, manage costs and avoid a proliferation of security mechanisms that might thwart authorized entry by support staff,

the College generally uses centrally-purchased key-operated locks that are systematically combined under a master plan.

When evaluating the need for security, units are reminded that locks or locking mechanisms – regardless of type or complexity – do not assure complete security, but essentially serve to “keep honest persons honest,” and to offer a degree of privacy. Locks or locking devices, depending on the complexity, present only varying degrees of delay to entry and a knowledgeable, talented and determined criminal can breach any device given sufficient time.

In the event that the standard lock system in use on campus will not meet operational needs, special door locks can be authorized by the appropriate Administrator after considering the recommendations of the Departments of College Safety and Facilities Management. Requests for special locks should be sent first to the CSD for evaluation jointly with the Department of Facilities Management. In addition to a full explanation of need, the request must include the following information:

1. Type activity or unique security concerns that present special needs that cannot be met satisfactorily using the campus lock system.
2. Description of the special device to include nomenclature, specifications, cost and the manufacturer’s name, address and telephone number.
3. Modifications to existing doors or buildings that might be required.
4. Names of individual users authorized to have access to the facility.
5. Statement of whether Departments of Safety and Facilities Management are to have the means to access the area. If not, the issues that affect decisions to use locks off the master system must be considered and justified in the request.
6. Date required for installation and operation.
7. Length of time the device is to be in use. The department requesting installation of special locks must also fund their removal later when the need has elapsed.
8. Point of contact for the request in case further information is needed.

Special devices shall not be installed without a review by the CSD, in consultation with the FMD, and the written approval of the appropriate Administrator.

### **Departmental Keys.**

College policy directs that keys normally be issued to individuals only as a means of assuring optimum key control and accountability. However, to accommodate the special needs of some units, the issue of departmental keys may be authorized. This allows a department to maintain under its direct supervision a reasonable number of keys to various areas that require frequent access and over which it routinely exercises control.

When functioning with its own inventory or pool of keys, the department is required to:

1. Designate one individual with primary responsibility for custody, control and inventory of all keys.
2. Store keys that are not in current use in a locked cabinet the access to which is restricted to a minimum number of staff.
3. Allow usage of keys only during normal business hours to include periods of classes early or late in the day or on weekends.
4. Assure that keys are sub-issued to authorized individuals for short-term use only.
5. Maintain a written log to record key issuances and turn-ins.
6. Conduct an inventory frequently of all assigned keys and assure an unbroken chain of accountability.
7. Report lost or missing keys to the College Safety Department immediately.
8. Fund the cost of key replacement or rekeying of doors if necessary in case a key is lost.

Departmental keys must remain on campus and are not to be removed from the College premises. In the event the key is in use until after normal business hours, the individual to whom the key has been issued can leave the key with the College Safety Department before leaving campus. To avoid confusion regarding the location of the key, the key holder shall inform the responsible department and make arrangements to retrieve the key from the CSD.

### **Vendor and Contractor Keys.**

The Department of College Safety shall issue keys to vendors and contractors needing access to areas on campus. For purposes of this policy, use of the term "contractor" includes all businesses, constructors, technicians, vendors and other off-campus services providers.

Normally, contractors shall not perform work on campus outside normal College business hours, a period that includes only weekday business operations of administrative units. Because of a general unfamiliarity with contractor personnel, operations and schedules, the College Safety Department shall not provide unlock services at any time without a request from the contractor and prior coordination with the Facilities Management Department.

The Department of Facilities Management (FMD) shall:

1. Function as the College point of contact (POC) for information and coordination regarding contractors.
2. Require contractors and vendors to complete a written request for access to campus facilities. The FMD, with the advice of the College Safety Department (CSD), shall determine whether to:
  - a. Authorize issuance of keys to locks currently in use.
  - b. Install temporary replacement locks for the duration of the contract period.
  - c. Allow the contractor to install its own locks or security devices provided keys or information for access is provided to the CSD.
3. Forward to the CSD approved requests for issuance of keys to contractors.
4. Obtain from contractors, and forward to the CSD, planned work schedules so that police personnel can anticipate the presence of personnel.
5. Assure that contractors are aware of applicable provisions of the College Building Access Control and agree in writing to accept responsibility for the cost of lost keys and College property lost or damaged, and for rekeying or replacing locks.
6. Inform the CSD of contractors' need for special security patrols or assistance with traffic control.
7. Inform contractors that keys to campus facilities are not to be removed from the premises at the end of the workday.
8. Coordinate with the CSD for scheduling overtime security or support services at contractors' expense.
9. Require contractors to inform the CSD and to post at the construction site the names and telephone numbers of three responsible individuals for after-hours contact should the need arise. If a contractor POC cannot be reached and the situation requires immediate action, the Safety Department shall be able to force enter the premises without

- incurring an obligation to fund the cost of repairs to, or replacement of, the contractor's materials.
10. Require the contractor to fund all costs associated with security of its equipment and materials.

### **Lost or Stolen Keys.**

Each individual is personally responsible for the security of keys and for the costs associated with their loss or theft. The department to which the key holder is assigned is also responsible to conduct periodic audits to assure the accountability of keys and, depending upon the circumstances of loss or theft, also may be liable for the costs of restoring the security of the facility. Individual desks, workstations, office filing cabinets, clothing lockers or other commonplace containers are not considered adequate to store keys.

In the event keys are lost or stolen, locks in rooms or areas that are affected shall be rekeyed. Mandatory rekeying can be waived only upon request by the chair or director and with the concurrence of the senior administrator in the supervisory chain, generally a Dean or higher. A decision to assess charges for stolen keys shall be predicated upon whether the findings of an investigation reveal the key holder's culpability.

Lost or stolen keys must be reported immediately to the College Safety Department for its investigation. The College Facilities Management Department, after consultation with the Safety Department, shall assess charges as appropriate for replacement keys as follows:

<u>Type of Key</u>	<u>Charge</u>
Interior Door	\$ 20
Outside Door	\$ 40
Sub-Master	\$ 100
Building Master	\$ 200
Grand Master	\$ 500

The College Comptroller shall periodically review and modify lost key charges after consultation with the College Safety and Facilities Management Departments.

In addition to the replacement key charges outlined above, the key holder also may be responsible to pay the cost of rekeying doors, replacing locks, or repairing facilities that may be required because of the circumstances of

the lost key or the results of its misuse. Individuals shall not be required to pay more than \$500 and departments more than \$10,000 for each occurrence.

Replacement keys shall be issued following payment of lost key charges and after the CSD has processed a request for a new key signed by the appropriate Responsible Authority.

### **Community Responsibilities.**

The effectiveness of these policies and procedures will depend in large measure upon the willing compliance of all members of the College community. This section of policy – relating solely to the control and use of keys – summarizes essential responsibilities of all personnel who, with conscientious and thoughtful purpose, will contribute to the protection of campus property and the security of all individuals on campus.

1. Individual key holders shall not exchange or loan keys to another person.
2. Key holders are held personally responsible for keys issued to them.
3. Keys shall be secured in a safe place when not in the personal possession of the key holder to whom it was issued.
4. Rooms shall not be unlocked and left unattended.
5. The key holder who unlocks a facility – a room, auditorium or other area – normally shall lock the outer doors when the activity has concluded. If locking the doors appears questionable, contact the sponsor of the activity, a supervisor, or the College Safety Department.
6. Occupants using the facility and the unit sponsoring the activity are responsible to assure that doors to the room are locked when left unattended.
7. Individuals should report to CSD rooms that are found to be unoccupied and unattended.
8. Keys shall be returned to the College Safety Department:
  - a. When no longer needed.
  - b. At the end of the period of possession authorized on the initial request.
  - c. Upon termination of employment.
  - d. When the individual leaves affiliated status.
  - e. If the individual accepts employment with another department or if student status or classes change.
  - f. If found unattended and “ownership” cannot, or has not been, established.