

SECURITY FOR DISTRICT PROPERTY

Distribution of Keys

Keys will be authorized for issue by the Director of Facilities and Grounds. Keys shall be issued only to those employees holding a permanent position who regularly need a key in order to carry out the normal activities of their position. All keys issued shall be the responsibility of the site administrator.

The Director of Facilities and Grounds shall establish and maintain a record keeping system for all keys that have been issued.

Employees who have keys shall be responsible for the security of the room, gate, or building involved. They shall be expected to lock all doors and windows and turn off all lights, heat, appliances, etc. when leaving the room or building.

The person issued a key shall be responsible for its safekeeping. If a key is lost or missing, the key holder shall immediately report the loss to the appropriate site administrator and Director of Facilities and Grounds. Duplicate keys may be obtained only through the Director of Facility and Grounds. The cost of duplicate keys shall be paid by the responsible individual and the cost of rekeying a lock or building shall be charged to the department.

Keys shall be used only by authorized employees and shall not be duplicated or loaned to students or other unauthorized persons. Site Administrators may distribute keys to temporary employees and associate faculty. Keys must be returned to the site administrator at the end of each temporary assignment. Associate Faculty must return keys at the end of each semester, unless a contract has been issued for the following term. With approval of the Vice President, Chief Business Officer, keys may be issued temporarily to volunteers to carry out certain specific activities that benefit the District.

Reference: Accreditation Standard III.B.1

Approved: 10/3/06
Former Policy #708: "Facility Keys," Adopted by Board of Trustees: 3/7/94