

# **CPTC Procedure: Key Control and Building Access**

## **Issuance of Campus Keys**

Coastal Pines Technical College (CPTC) will issue keys to college facilities based on need of access. Request for keys will follow the steps listed below:

1. All requests for keys should be directed to the employee's immediate supervisor.
2. If approved, the supervisor will forward the request to the appropriate vice president or supervising Cabinet member of the College for further consideration.
  - a. Request denied - the requesting supervisor or employee will be notified as appropriate.
  - b. Request approved - the vice president or supervising Cabinet member will forward the approved request form to campus police staff for processing.
3. Campus police staff shall provide the requested and approved key. Keys may be duplicated as necessary to supply the request.
4. Campus police staff will notify the requesting employee when a key is ready for distribution. The employee must obtain a requested key in person from campus police staff and acknowledge receipt of the key in writing by signing a key issuance/return form.
5. Requests for temporary keys for employee use must be processed in the same manner as described in steps 1-4 above and will also include specific issue and return dates in the employee's request.

## **Issuance of Temporary Keys to Non-Employees**

It may be necessary and prudent to temporarily issue keys to non-employees. All requests for keys for use by non-employees must be initiated by the contact person of the College working with the outside individual/group.

1. The request must be forwarded to the appropriate vice president or supervising Cabinet member of the College for approval/denial.
  - a. Denied requests will be returned to the college contact person indicating the request has been denied.
  - b. Approved requests will be forwarded to campus police staff for processing.
2. Campus police staff shall provide the requested key and may duplicate keys as necessary.
3. Campus police staff will notify the contact person of the College who initiated the request when the key is ready for distribution.
4. The contact person of the College will notify the non-employee that the key is ready for distribution.
  - a. The non-employee must obtain a key in person from the campus police staff and acknowledge receipt of the key in writing by signing the key issuance/return form.
5. If a campus master key, building master key, or an exterior door key is issued to a non-employee, campus police staff will provide to the non-employee emergency telephone numbers for the primary college contact.
6. Request for issuance of key(s) to non-employees must include specific issue and return dates. Any key issued must be returned to campus police staff.

## **Access Codes**

All requests for electronic security system/lock access codes should be directed to the employee's immediate supervisor.

1. Requests approved by the supervisor will be forwarded for approval/denial to the appropriate vice president or supervising Cabinet member of the College.

- a. Requests denied - the supervisor and employee will be notified indicating the request has been denied.
  - b. Approved requests will be forwarded to the campus police for processing.
2. Campus police staff will assign the appropriate access code to the employee.
  - a. Campus police staff will notify an employee when the access code is ready for distribution.
3. Access code must be obtained in person from campus police staff and receipt of the access code will be acknowledged in writing by signing the appropriate form.
4. Access codes shall not be issued to employees for use on a temporary basis.
5. Access codes will not be issued to non-employees.

### **Return of Campus Keys**

All keys must be returned by the key holder to campus police staff upon departmental transfer or termination of employment. Keys issued on a temporary basis to employees and non-employees must be returned to campus police staff no later than four working days after the due date. The return of a key will be notated on appropriate key issuance/return form.

### **Transfer/Loan of Keys**

Employees must not transfer, loan, or take possession of any keys not officially issued to them.

### **Key Duplication**

Keys may only be duplicated by the designated campus police staff or maintenance staff as specified in this procedure.

### **Lost Keys**

It is the responsibility of an employee to notify his/her supervisor and campus police staff within 24 hours should a key be lost. If a non-employee loses a key, then the non-employee must notify his/her contact person of the College within 24 hours.

Keys which are later found and given to any representative of the College are to be returned to campus police staff. The key will then be reissued or returned to inventory and documented on all necessary forms.

### **Charges for Lost Keys**

Lost keys necessitate the changing of one or more locks. Therefore, employees and non-employees who lose keys may be assessed at a percentage of the replacement cost.

### **Definitions**

1. Employee – Individuals who are employed by CPTC, another technical college, or TCSG.
2. Non-Employee – Any individual not included in number “1” above, such as contractors, vendors, etc.

### **Responsibility**

The Vice President of Economic Development has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** April 28, 2014

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