

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

Chapter 6

KEY ISSUANCE AND LOSS ADMINISTRATIVE PROCEDURE

AP 6521

I. Process

The purpose of this procedure is to provide guidance on the issuance of metal keys and proximity cards. It will also provide guidance for the access to classrooms and offices to those that are authorized.

II. Process

To better control access to those authorized to have it, and to help limit the possibility of property loss due to lost keys and prox cards, the following guidelines will be used to issue keys and prox cards.

1. Grand Master keys will be restricted to the following positions:
 - A. Campus Police Chief
 - B. Director of Maintenance & Operations
 - C. Director, Facilities Construction & Contracts
 - D. Maintenance & Operations department staff except the M&O Clerical Tech., Equipment Mechanic, Switchboard Operators, and Grounds Workers.
 - E. Campus Police Officers – shared ring
 - F. Executive Dean of Technology and Information Resources
 - G. Technology and Information Resources staff except clerical support
 - H. Instructional Media Services Staff
2. Management will be issued keys and prox card access based on their area of responsibility. That access may be increased upon request by the appropriate Vice President. Vice Presidents that request increased access must be approved by the President/Superintendent.
3. Full time Faculty and staff will be issued keys and prox card access to the offices, classrooms and service areas that are in direct support of their programs as approved and determined by the program Dean or Director.
4. Adjunct Faculty will be issued keys and prox card access based on the rooms listed on the original employment contract. Keys and prox card access to service areas will also be issued based on the classroom or office location. All keys and prox cards from prior semesters must be returned before any new keys or prox cards will be issued.

See Board Policy 6520

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5. Substituted and short-term employees will be issued keys and prox card access based on instructions that the M&O department receives from the Dean or Director in charge of that employee.
6. Student workers will not be issued keys or prox card access. A full time employee is required to be present while the student worker is on duty, and can provide access to the rooms the student worker needs access to.
7. Construction and service contractors will be issued keys from the M&O office on an as needed basis in order to perform their duties. Service contractors will be required to return the keys by the end of the workday. Construction contractors will be required to return the keys at the completion of their projects. In the event of loss, the contractor will forfeit a portion, or all, of any retention to cover the cost of rekeying all doors affected by the loss. In the event that the retention is not sufficient to cover the cost, the remainder of the amount will be assigned as a liquidated damage charge due to the District by the contractor. In the case of a key lost by a service contractor, any loss charges will be billed back to the contractor.

III. Return

1. All employees who leave the college will visit the Human Resources department as their last stop. In that instance, the Human Resources department shall not process the employee's final paperwork without a key return receipt from the M&O department. The key return receipt is only valid if signed by the M&O Director, M&O Clerical Tech, Locksmith, or Lead Maintenance Worker.
2. Adjunct Faculty must return all keys and prox card within one week of the end of the semester or inter-session ~~in which they need the keys to teach~~ **if they are not on the schedule for the same classroom for the following term. When the M&O department receives the list of adjunct faculty, pending a contract, the adjunct faculty may pick up his/her keys. In addition, the M&O department will keep extended hours from Monday – Saturday during the start and end of each term to distribute and collect keys from all employees.**
3. Short-term and substitute employees must return their keys and prox card on the last day of their employment. The Dean or Director shall not process the short-term or substitute time sheet without a key return receipt signed by the personnel listed in IV-1.

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4. **All** employees that are moving to a different department or building must return the keys for their prior work location to the M&O department. Employees shall not “swap” keys, or leave keys in a desk or with another employee for the “new employee”.

IV. Lost Keys

1. Lost keys or prox cards represent a substantial liability for security and property loss to the college. It must be impressed upon the employee of the responsibility that they assume when they check out keys or prox cards. The District takes these losses very seriously.
2. The employee must report the loss of any keys or prox card immediately to either Campus Police or the M&O department. Upon notification of any lost keys the M&O department will immediately start the process of changing the locks of all affected areas. Upon notification of a lost prox card the M&O department will immediately deactivate the card.
3. Employees who lose keys **or do not return keys** will be financially responsible for the materials required to re-key the locks on the affected doors, as well as the cost of the new keys for the re-keyed locks. Employees who lose a prox card will be financially responsible for the replacement card. Prices for cards and materials will be set at the current replacement rate for the date of loss.
4. Employees who lose keys as a result of a theft will be exempt from the replacement fees as long as they submit a police report that documents the loss.