

**TITLE:** Key Control Policy  
**DIVISION:** Campus Services  
**REVISION DATE:** November 5, 2014

## 1. INTRODUCTION

This Key Control Policy is intended to be an instrument that provides reasonable personal safety and security for all members of the Clackamas Community College community as well as to ensure the protection of personal and college property. This is accomplished through the control of college keys issued to college staff. This policy outlines the control, use and possession of keys issued to college personnel for use in college facilities. These procedures are managed by the Campus Services Department, working under the direction of the Vice President of College Services.

Clackamas Community College provides key/lock services for campus buildings. Keys issued to campus personnel are the property of the College. All persons using college keys shall subscribe to this policy. As such, unauthorized fabrication, duplication, possession or use of keys to College facilities is prohibited.

Because of the nature of the college and its security, it is understood that this policy will not cover all variations of key assignments. The Dean of Campus Services may initiate individual changes to this policy on a case-by-case basis. This policy does not cover swipe cards, or non-door keys such as desk and vehicle keys and fueling keys. These are covered as addendums to this policy.

Each individual is responsible for the keys issued to them. All personnel issued College keys must safeguard those keys at all times. If a key is lost or stolen, Campus Safety must be notified immediately so the appropriate security issues can be addressed. In addition, an official Lost Key Report (Appendix B) must be filed with the Director of Campus Safety within 24-hours after the key was lost. All keys will be stamped with a key number identifying its use and a unique identification number identifying to whom it was issued. This information will be recorded in a database maintained by the college locksmith and the Campus Services department.

## 2. DEFINITIONS

- **Authorized Agent** – The Dean, Associate Dean, or Department Chair responsible for approving keys requests for their department.
- **Key Request Form** – The College form that is required to be filled out and submitted to Campus Services in order to make and issue a key (Appendix A).
- **Requesting Party** – The individual who desires a door key.
- **Dean/Director** – The Dean or Director of each department who can approve a key request for a Department Master Key.
- **Department Chair** – the current Department Chair who can approve a faculty (full or part time) key requests.

- **Vice President** – The Vice President of College Services who can approve a Grand Master key request.
- **Requested Key(s)** – Keys covered by this policy include building and office/door keys only. Keys for desks, file cabinets, display cases and other similar items are not covered by this policy.

### 3. KEY REQUESTS AND ISSUANCE PROCEDURE

Keys are to be issued based on the need for access and not convenience and for the sole use of college business. Individual employees shall be issued the least number of keys at the lowest level key in the hierarchy that is necessary to provide the employee access required by the employee's position and responsibility. Under no circumstances will a person be issued any master key that allows access to a building or department that the employee does not typically access. Only those persons deemed necessary by the Dean of Campus Services, the college Vice Presidents or the College President will be issued Grand Master keys. Keys may be requested for all full-time and part-time personnel for the duration of their employment or position at the College. The following procedure should be followed when requesting a key:

- Obtain and complete the Key Request Form (Appendix A).
- Return the Key Request Form to the Campus Services Department.
- The Key Request Form will be reviewed for adherence to this policy. If the key request meets the guidelines of this policy a new key will be issued. If the guidelines are not met, the Locksmith will consult with the Dean of Campus Services for direction on issuing a key.
- If the Dean of Campus Services denies the request, the Key Request Form will be returned to the requestor with an explanation as to why the key request was denied. If the requestor still deems it necessary to issue the key, the Dean of Campus Services and the Dean, Vice President of that department, or the President will collaborate and determine final disposition of the key request.
- When the requested key has been made, Campus Services will notify the key requestor that their key(s) is ready for pickup. Key requestors will be required to pick up their key in person and sign an acknowledgement form at the Campus Services Office (Lewelling).
- For those unable to pick up keys during regular office hours (e.g., part-time faculty), arrangements will be made for a department representative to pick up keys and sign the acknowledgement form.
- Keys not picked up within one month of the notification will be required a resubmittal of the key request.

### 4. RETURNING KEYS

- **Separation with the College** – All keys are required to be returned prior to an individual's separation with the College.
- **Reassignment** – When an employee is reassigned to a new division or department (and their existing keys do not operate the new facilities) the old keys will be returned to Campus Services along with their key request for new keys. New keys will not be issued until receipt of the old keys. **Keys must only be assigned by Campus Services.**

- **Unauthorized duplication** of keys is not allowed under this policy. Duplication of College keys may result in disciplinary action and the return of a duplicated key as the original will be treated a lost key with corresponding replacement costs.

#### 5. GENERAL KEY AND BUIDING SECURITY

- Key holders shall not loan out their keys to anyone they are not familiar with and only for very brief time periods (e.g., "I left my keys at home, can I use yours to get in my office?").
- Key holders are responsible for their keys during the full length of their employment at the College.
- Key holders shall not unlock buildings or rooms for other person unless the other person is known to have permission to access that area.
- For student-workers who are assigned keys, registration and transcripts may be held pending the return of any issued keys at the end of the semester.
- In the event of lost or stolen key(s), notify Campus Safety immediately at 503-594-6650. Fill out a Lost Key Report (Appendix B) detailing as much information as possible about the keys whereabouts. This report must be signed by the Dean and forwarded to the Director of Campus Safety Department within 24-hours after the keys are known to be missing (or as soon as practical). A fee of will be charged to the employee for replacement keys prior to the issuance of new keys based on the schedule below.

#### 6. GENERAL KEY DESIGNATION

Key	Access	Issued to	Employee Replacement Cost
<b>Grand Master Key</b>	All buildings, most doors	President, Vice President, Maintenance Staff, Campus Safety (as requested Deans and Associate Deans)	\$200
<b>Department Master Key</b>	All doors within a specific department	Deans and Associated Deans, Administrative Coordinators	\$100
<b>Exterior Door Key</b>	Exterior door keys for each individual building	As requested and approved by the Dean of that department	\$100
<b>Classroom Key</b>	All "generic" classrooms by building	Full and Part-time Faculty*	\$50
<b>Individual Office Key</b>	Individual offices	Office occupants *	\$50

\*often the department class room key and the office keys are the same.

Maximum Replacement Cost \$200.

#### 7. KEY AUDIT

An employee may be subject to a key audit conducted by Campus Service. The key holder is required to surrender any key that is no longer authorized regardless of how the key was acquired.

**8. KEY CHECK-OUT – CONTRACTORS, VENDORS, SUPPLIERS, AND SERVICE PERSONNEL**

- Contractors, vendors, suppliers, and service personnel (contractors) who require keys to perform their duties on campus may be issued keys. Relevant college staff must escort contractors to Campus Services and inform them of the individual, their company, and the access required.
- The contractor must fill out a temporary key card.
- Contractors must sign a release form holding key holder's company responsible for the key, its use and care, and consequences of loss (including or bearing the cost of rekeying). This provision shall include but will not be limited to indemnification of the College for suits, thefts or other losses arising out of inappropriate use or loss of the key.
- Keys may only be checked out for one day even if the work will take longer. Keys must be returned by 5:00 p.m. to the campus services office.

## **Appendix A – Key Request Forms**



**ADMINISTRATIVE / CLASSIFIED KEY REQUEST**

**KEY HOLDER INFORMATION**

CHECK ONE:  ADMINISTRATION  CLASSIFIED  OTHER / GUEST

ID # \_\_\_\_\_

\_\_\_\_\_  
LAST NAME FIRST NAME PHONE NUMBER

\_\_\_\_\_  
DEPARTMENT E-MAIL ADDRESS

**DESCRIBE ACCESS DESIRED INCLUDING BUILDING CLASSROOMS / OFFICES / KEY NUMBER IF KNOWN:**

**APPROVAL (DEAN/AD/DIRECTOR)**

\_\_\_\_\_  
(PRINTED NAME) SIGNATURE DATE

**ISSUANCE AGREEMENT**

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

- A. Key(s) remain the permanent property of CCC.
- B. A lost key(s) must be reported immediately to Campus Security and Dean.
- C. A fee of \$50.00 will be charged to the employee for each lost key.
- D. Individual may not loan keys to anyone.
- E. Only a CCC locksmith may duplicate a CCC key(s).
- F. No employee will unlock a door for any person who does not normally have access to that area.
- G. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.
- H. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.

\_\_\_\_\_  
SIGNATURE (SIGN ONLY UPON RECEIVING KEYS) DATE

PROXY

**KEY ISSUED:**

**LOCKSMITH'S INITIALS:**



**KEY HOLDER INFORMATION**

 CHECK ONE:     ADMINISTRATION                       CLASSIFIED                       DEPARTMENT CHAIR

ID # \_\_\_\_\_

 \_\_\_\_\_  
 LAST NAME

 \_\_\_\_\_  
 FIRST NAME

 \_\_\_\_\_  
 PHONE NUMBER

 \_\_\_\_\_  
 DEPARTMENT

 \_\_\_\_\_  
 E-MAIL ADDRESS

DESCRIBE ACCESS DESIRED INCLUDING BUILDINGS / CLASSROOMS / OFFICES / KEY NUMBER IF KNOWN

**APPROVAL**

<input type="checkbox"/> DEPARTMENT MASTER (DEAN)		
PRINT NAME	SIGNATURE	DATE
<input type="checkbox"/> GRAND MASTER (DEAN OF CAMPUS SERVICES)		
PRINT NAME	SIGNATURE	DATE
<input type="checkbox"/> GRAND MASTER (VICE PRESIDENT OF COLLEGE SERVICES )		
PRINT NAME	SIGNATURE	DATE

**ISSUANCE AGREEMENT**

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

- I. Key(s) remain the permanent property of CCC.
- J. A lost key(s) must be reported immediately to Campus Security and the Vice President.
- K. A fee of \$100.00 will be charged to the employee for lost Department Master key, and \$200 for lost Grand Master key.
- L. Individual may not loan keys to anyone.
- M. Only a CCC locksmith may duplicate a CCC key(s).
- N. No employee will unlock a door for any person who does not normally have access to that area.
- O. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.
- P. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.

 \_\_\_\_\_  
 SIGNATURE (SIGN ONLY UPON RECEIVING KEYS)

 \_\_\_\_\_  
 DATE

 PROXY

**KEY ISSUED:**
**LOCKSMITH'S INITIALS:**





**KEY HOLDER INFORMATION**

CHECK ONE:     ADMINISTRATION                       CLASSIFIED                       DEPARTMENT CHAIR  
                          FACULTY     PT FACULTY                       OTHER ( \_\_\_\_\_ )

ID # \_\_\_\_\_

\_\_\_\_\_  
LAST NAME    FIRST NAME    PHONE NUMBER

\_\_\_\_\_  
DEPARTMENT    E-MAIL ADDRESS

**MOST ACADEMIC BUILDINGS ARE OPEN SCHOOL DAYS MONDAY THROUGH FRIDAY FROM 6:30 A.M. TO 10:00 P.M. CAMPUS SAFETY IS AVAILABLE TO UNLOCK BUILDINGS ON NON-SCHOOL DAYS, WEEKENDS AND HOLIDAYS. PLEASE DESCRIBE BUILDING(S) ACCESS THAT IS REQUESTED AND CIRCUMSTANCES REQUIRING AN EXTERIOR DOOR KEY.**

**APPROVAL (DEAN)**

\_\_\_\_\_  
(PRINTED NAME)    SIGNATURE    DATE

**ISSUANCE AGREEMENT**

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

- A. Key(s) remain the permanent property of CCC.
- B. A lost key(s) must be reported immediately to Campus Security and the Dean.
- C. A fee of \$100.00 will be charged to the employee for lost each lost Building Exterior Door Key.
- D. Individual may not loan keys to anyone.
- E. Only a CCC locksmith may duplicate a CCC key(s).
- F. No employee will unlock a door for any person who does not normally have access to that area.
- G. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.
- H. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.

\_\_\_\_\_  
SIGNATURE (SIGN ONLY UPON RECEIVING KEYS)    DATE

<b>KEY ISSUED:</b>	<b>LOCKSMITH'S INITIALS:</b>
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## Appendix B - Lost Key Report

**KEY HOLDER INFORMATION**

ID # \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

WHAT KEY(S) WERE LOST: \_\_\_\_\_

DATE LOST: \_\_\_\_\_ APPROX. LOCATION WHERE KEY(S) WERE LOST: \_\_\_\_\_

DESCRIBE EFFORTS TO LOCATE KEY(S): \_\_\_\_\_

WAS CAMPUS SAFETY NOTIFIED?  YES DATE: \_\_\_\_\_  NOCOPY OF CAMPUS SAFETY REPORT ATTACHED:  YES  NO

EMPLOYEE'S SUPERVISOR'S COMMENTS: \_\_\_\_\_

REISSUE KEY(S):  YES  NO

SUPERVISOR'S NAME (PRINT) \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_

DEAN'S COMMENTS: \_\_\_\_\_

DEAN'S NAME (PRINT) \_\_\_\_\_ DEAN'S SIGNATURE \_\_\_\_\_

**TO BE COMPLETED BY CAMPUS SERVICES**FEE: \_\_\_\_\_ PAID:  YES  NO NEW KEY

NUMBER: \_\_\_\_\_

REISSUE:  YES  NO

DEAN OF CAMPUS SERVICE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DATE REISSUED: \_\_\_\_\_ REISSUED BY: \_\_\_\_\_

## **Appendix C – Other Locks**

- Electronic Swipe Cards
- Coded Door Locks
- Garage Doors
- Gas Locks
- Desks and File Cabinets