

## I. POLICY

To ensure the adequate security of all campus facilities and property, and the safety and security of students, staff, and faculty, keys and access-credential devices shall be used to secure access to the college's buildings, entrances, offices, rooms, cabinets and motor vehicles. The issuance, distribution, monitoring, use, and the return of all keys and access-credential devices shall comply with the procedures outlined in this policy.

## II. REFERENCES

Keys to Public Buildings, Utah Code Ann. §§ 63A-5-501–502.

## III. DEFINITIONS

- A. Access and Resources Manager: The college employee who manages the Key Office.
- B. Access-Control System: An electronic security system activated by an access credential. The system electronically controls locking and unlocking of doors, identifies and records cardholder information, and logs system events.
- C. Access-Credential Device: A college approved instrument that identifies an individual to an access-control system. Devices may include but are not limited to, a card, fob, tag, biometric identifier, and any other approved device.
- D. Administrative Employee: For this policy, any college employee whose job title is as president, vice president, provost, associate provost, associate vice president, assistant vice president, dean, associate dean, department head, director or supervisor.
- E. Authorized Designee: Any college employee designated by the president or vice president to approve the issuance of key or access-credential device. This written designation must be provided to the Access and Resources manager.
- F. Facility: All of the real property, including, but not limited to all buildings, grounds, sidewalks, and roads that are owned, controlled, leased or maintained by the college.
- G. Holder: Person who has been authorized to have possession and use of a key or access-credential device.

- H. Key: A traditional metal or mechanical item (“key”) or similar device that is used to unlock or lock specific mechanical locks.
- I. Key Office: Facilities Services department designated by associate vice president of Facilities Services, which is responsible for overseeing, advising, and enforcing this policy and procedure.
- J. Lowest Level Key (or Access Device): A key or access device which opens only the required doors and locks that are necessary for the holder to complete their responsibilities at the college.
- K. Master Access: The use of a key or access-credential device to unlock and enter an entire or substantial portion of a college facility.
- L. Master Key: A key or group of keys that activates more than one lock to include the following types of keys: great grandmaster, grandmaster, master, submaster, and sub-submaster.
- M. Project Manager: College employee responsible for supervising a contractor, governmental agency or nongovernment organization used to conduct work or inspections on college facilities.

#### **IV. PROCEDURE**

- A. Responsibility to Administer the College’s Access-Control System
  - 1. The associate vice president of Facilities is assigned the responsibility to administer the following functions through authorized designees:
    - a. oversight, planning, and implementation of the college’s key and access-control system for all college facilities;
    - b. issuance of key and access-credential devices to employees, students, contractors and community users;
    - c. maintenance of all records related to issuance, maintenance and, duplication of key and access-credential devices;
    - d. design, installation and maintenance of all key related hardware and locks and access-credential devices for college facilities; and
    - e. conduct audits to ensure a secure system, an accurate database, and to prevent unauthorized access to college facilities.
  - 2. The associate vice president has designated the Facilities Services’ Key Office to conduct the daily administration of the duties outlined in paragraph IV.A.1 of these procedures. The Key Office contact information is as follows:

Salt Lake Community College  
Taylorsville Redwood Road Campus  
Gunderson Facilities Service Building  
Suite 105  
Salt Lake City, UT 84130  
Phone: (801) 957-4102  
Email: [keyoff@slcc.edu](mailto:keyoff@slcc.edu)  
Hours of Operation: Monday–Friday, 8:00 a.m.–4:30 p.m.

3. The Key Office staff or authorized designees are the only college department and employees authorized to issue or transfer keys or access-credential devices to any college facility, motor vehicle, equipment, safe, cabinet or another secure area.
- B. Application Requirements and Process to Request Keys and Access-Credential Devices
1. All persons requesting keys or access-credential devices must complete and submit to the Key Office one of the following forms:
    - a. Key Request Form (for the issuance of metal or mechanical key); or
    - b. Electronic Access Request Form (for the issuance of any access-credential device). Forms need to be completed before access will be issued.
  2. All request forms must be completed and signed or electronically submitted by the applicant. In submitting the request form, the prospective holder (employee, student, contractor or community user) agrees to:
    - a. not duplicate the key or access-credential device;
    - b. pay a designated fee for each lost key or access-credential device;
    - c. return the key or access-credential device when employment or need terminates;
    - d. adopt reasonable measures to secure key, access-credential device and college property; and
    - e. acknowledge that violation of this policy and procedures may result in corrective action, discipline, or legal prosecution against the holder.
  3. For any prospective holder to be issued a key or access-credential device, the request form will need to be approved by the holder's immediate supervisor or authorized designee.

4. Requests for key or access-credential device for 24 hours per day and seven days per week access must be approved by the appropriate vice president, or authorized designee.
5. Unless the Key Office agrees to alternative arrangements, the holder must pick up the key or access-control device in person at the Key Office or designated locations at each campus. At this time, the holder must acknowledge, in writing, their responsibilities of having access to college facilities. The designated locations may be found on the Key Office website.
6. If a request is denied, the applicant may have the decision reviewed by the associate vice president of Facilities Services.
7. If a lock is replaced for any reason, all holders must resubmit a new Key Request Form or Electronic Access Form and comply with the requirements of Section IV.B of these procedures.

C. Individual Responsibility and Duties for Holder of a Key or Access-Credential Device

1. The college owns all keys and access-credential devices issued to holders.
2. All keys and access-credential devices must be obtained from the Key Office.
3. Each holder is responsible for care, custody, and control of the keys or access-credential device issued to them.
4. Keys or access-credential devices shall not be loaned or given to any other person by the holder.
5. Obsolete and unneeded keys or access-credential devices must be returned to the Key Office within five business days after the holder no longer has a college-related need for the key.
6. All lost keys or access-credential devices must be reported to the Key Office immediately after the loss is discovered.
7. Any holder who has been issued a key or access-credential device to access any college facility is responsible for the security of each area entered.
8. A holder is responsible to ensure that an area is locked before exiting any secured college facility.
9. Doors or entrances to any areas that are normally secured shall not be propped open or obstructed by an object that prevents the door from being closed. Doors must never be propped or braced open. Employees shall remove props from doors when observed.

10. All broken locks must be reported to the Key Office.

11. Once a key or an access-credential device is no longer needed, holders must return their key or access-credential device to the Key Office. This provision will necessitate some faculty and staff to have their access reprogrammed periodically.

D. The Scope of Privileges to Be Provided with Issuance Key or Access-Credential Device

1. Holders shall be issued the least number of keys or access credential-devices at the lowest level key necessary to provide the access as required by the holder's responsibilities to the college.
2. Under no circumstances should any unauthorized Facilities Services employee unlock any doors for anyone. Facilities Services custodians are not authorized to unlock doors for other persons. If a holder forgets a key or access-credential device or there is an urgent circumstance, the holder's department head or designee, faculty support (for classrooms), or SLCC project manager should provide access. In emergency circumstances, the college Public Safety department should be contacted to provide access to a secure area.

E. Requirements for Issuance of Master Key or Master Access

1. A master key or access-credential device providing master access may only be issued after the following requirements are met:
  - a. The Access and Resources manager must determine that issuance of the master key or access-credential device is necessary given the applicant's job responsibility and the college's interest;
  - b. Before the issuance of any master key or master access-credential device, all applicants must submit to a college background check that includes a review of any criminal history. As part of this background check, the applicant may be required to provide fingerprints for analysis; and
  - c. Upon completion of this background check, the associate vice president of Facilities Services, in consultation with the college director of Public Safety and department of Human Resources, must determine whether the applicant seeking the master key or master access presents a reasonable or unreasonable risk to the security of the college facility. If it is determined that the applicant presents an unreasonable risk, the request for the master key or master access shall be denied.
2. Administrative employees or designees may have master access to areas that are administered under their department(s). If a holder is unable to access their

workspace, the administrative employee or designee should be contacted to allow the employee access into their workspace.

F. Issuance of Keys and Access Credential-Devices to Persons Who Are Not College Employees or Students

Non-SLCC personnel (e.g., contractors, elevator service, fire departments, certain vendors and community users) may have an ongoing need for access to college facilities. In such cases, the Access and Resources manager will allow access only to the specific areas involved and compliance is required with all provisions of this policy and procedures.

G. Obligation to Return Keys upon Transfer, Separation, or Termination of Employment or Association with the College

1. Any holder whose employment or affiliation with the college terminates must immediately return all keys and access-credential devices issued to the Key Office.
2. This includes keys and access-credential devices for college property such as for furniture, storage devices, safes, motor vehicles, etc. This requirement is to allow for proper tracking of keys for these types of property.
3. When a holder terminates their employment from the college, the holder's supervisor is required to immediately notify in writing the Human Resources department and the Key Office to ensure timely return of keys and access-credential devices.
4. If keys and access-credential devices have not been returned within 30 days of transfer, separation, or termination, the college department that employed, contracted, or sponsored the holder and did not provide timely notice to the college's Human Resources department and the Key Office to inform that the holder is no longer employed by or affiliated with the college will be liable for any costs associated with the failure to return the keys or access-credential devices.
5. If the holder does not return keys or access-credential devices, the Key Office will contact the Public Safety department to seek assistance in retrieving college keys still possessed by the holder.
6. For convenience, drop off, and pickup points have been established at most campuses and centers.

H. Fees for Lost or Unreturned Keys That Require Replacement

1. All holders, who lose or require replacement of keys or access-credential devices, are required to pay a fee for replacement of the key or access-credential device and may be required to pay the actual cost of replacement and re-keying of rooms, buildings, equipment, etc. The fees are as follows:
  - a. \$25.00 each for change/individual keys.
  - b. \$100.00 each for master keys.
  - c. \$25.00 for access-credential devices (i.e. cards/fobs).
  - d. Non-college holders such as government agencies and contractors will be charged \$100.00 per key or access-credential device.
  - e. A total maximum lost key fee limit of \$500 may be imposed against employee key holders. This maximum lost key limit will not be applicable to any other key holders.
2. If the Key Office imposes a fee for lost or unreturned key, the holder or college department may request, in writing, that the associate vice president of Facilities Services review the amount of the fee, costs and the circumstances surrounding the lost or unreturned key or access-credential device. The associate vice president may adjust or waive the fees and costs based on the totality of the circumstances.
3. If a holder locates a key or access-credential device that has been reported lost or was unreturned and has been charged a fee, the key office may, on a case-by-case determination, refund the fee upon return of the key or access-credential device. In making such a determination, the key office will consider the number of any outstanding lost or misplaced keys or access credential devices.
  - a. If the holder paid the maximum fee, with no waiver, the holder might be considered for a refund.
  - b. If the holder had a portion of the lost fee waived, the holder may not be considered for a refund.

#### I. Discovery of Lost or Misplaced Keys

All lost or found keys and access-credential devices found on the college's campuses should be returned to the Key Office. The Key Office will contact holders whose keys or access-credential devices are lost or misplaced and subsequently found.

#### J. Use of Authorized Locks (Including Padlocks)

1. Only college issued locks, including padlocks, may be used to secure college properties, (i.e., equipment, gates, toolboxes, ladders, etc.). This provision does not apply to employee or student lockers and locker room facilities.
2. The college's locksmith is the person responsible for the installation, maintenance, control, and removal of all college mechanical locks and the access-control system.
3. The Key office must have access to all locks on all campuses, in all buildings, in all offices, at all locations. Before any college department, contractor or community user installs a lock in a college facility, the lock must be approved by the key office, and a key must be provided to the Key Office to enable access, if necessary.
4. All non-college or non-compliant locks will be removed and replaced at the expense of the departments.
5. If any holder identifies a broken or malfunctioning lock, the college locksmith should be notified through the Key Office.

K. Enforcement Authority, Remedies or Redress for Violation of Policy

1. The college, through the Key Office, shall have the authority to enforce this policy and collect fees and costs associated to or with the violation of this policy. These costs may include, but are not limited to, theft or damage to college property due to failure to lock doors or other secure areas; and costs related to re-keying doors due to lost or unreturned keys. The college may recover these fees and costs by, including but not limited to, the following:
  - a. collecting payment from non-compliant holders;
  - b. withholding money due to a non-compliant holder. However, college employee's wages may not be withheld to collect fees or costs related to non-compliance;
  - c. withholding, collecting, or billing monies budgeted for a non-compliant college department; or
  - d. seeking compensation through civil or criminal judicial proceedings.



2. The college may also pursue disciplinary proceedings pursuant to the Student Code of Rights and Responsibilities for students or student organizations who violate this policy.
3. The college may pursue corrective action against faculty or staff who violate this policy.

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Date of last cabinet review: January 15, 2019

The originator of this policy & procedure is the Access and Resource manager. Questions regarding this policy may be directed to the originator by calling 801-957-4101